EDUSTREAM.ORG

END-USER MANUAL

San Bernardino Community College District
April 2009

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TRADEMARK

EduStream™ is a registered trademark of SBCCD in the United States and/or other countries.

EDUSTREAM™.ORG HOMEPAGE

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https://www.edustream.org/Default.aspx
Live Search
File Edit View Favorites Tools Help
Links SnagIt
EduStream.org
Playlist - Wikipedia, the free ...
Page Tools
EduStream
About Us
FAQ
Membership
Contact Us
Member Login
What is EduStream.org?
"EduStream.org" is a cost-effective, user friendly, centralized resource for providing participating institutions with the video-on-demand capabilities they might not otherwise be prepared to implement or manage.
Find out more >>
Educational Course Videos On Demand!
EduStream.org provides captioned-ADA compliant access to educational video Playlists which can be seamlessly linked from within any learning management system. (Available Playlists)
Edustream Live!
Edustream.org provides 24/7 live educational broadcast channels. Ask us how to air your content on one or more of our channels or lease one of your own.
View Live Channels Now! >>
Become a Member!
We at EduStream.org are always eager to welcome new educational institutions. For membership information or to learn more about EduStream.org, please contact us at (909) 384-4319 or distributeded@sbccd.org.
JOIN NOW!
Read More In Our FAQ >>
Why Use Edustream?
EduStream.org enables participating institutions to:
Embed captioned general education video Playlists from within their own learning management system.
Upload and embed their own instructional/information videos.
Have their own 24/7 streaming video-channel.
Read more reasons >>

EduStream

The EduStream™ Homepage welcomes users and provides a **Member Login** link to access EduStream™'s materials. Users MUST have a valid User Name and Password to login. Users can gain access to EduStream™'s content only if their institutions are members. For membership information, call (909) 384-4319 or e-mail us at info@edustream.org.

EduStream™ also have live streaming channels (**EduStream Live!**) Currently there are four 24/7 live educational broadcast channels, which can be licensed to the public. These materials cannot be downloaded or saved. The broadcasted materials are streaming videos. Licensee can broadcast material by either setting up their own program or SBCCD setting up broadcast program based on licensee's delivered content. For information, call (909) 384-4319 or e-mail at info@edustream.org.

These broadcasted materials are accessed and viewed **without membership**. To view the channels, click on the **View Live Channels Now**! link.

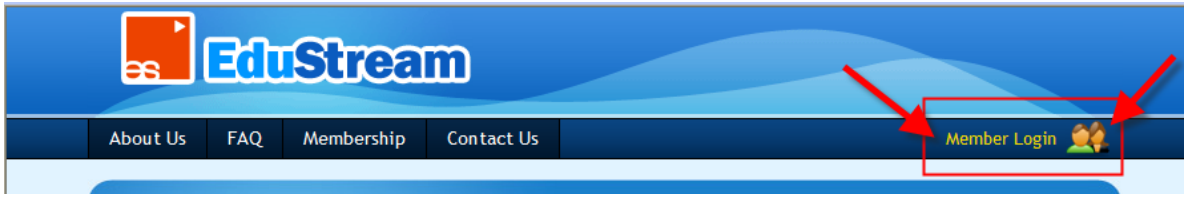
EDUSTREAM™ ACCESS AND LOGIN

LOGGING ONTO EDUSTREAM™

1. In a web browser, enter www.edustream.org.
2. The EduStream™ Homepage will appear.

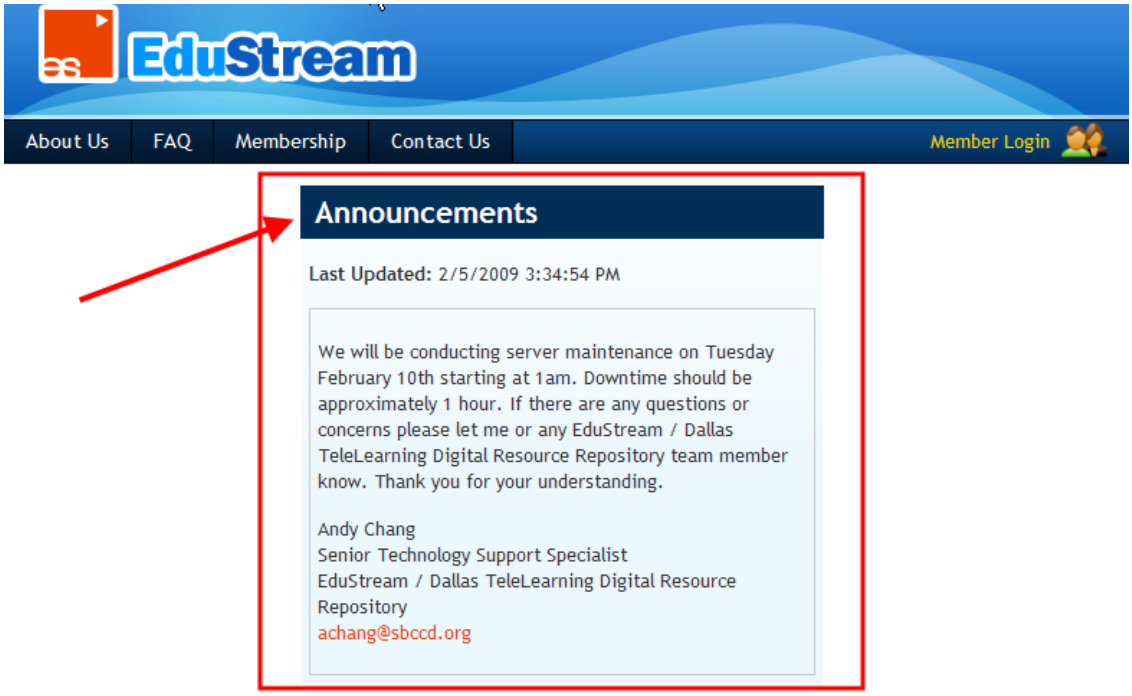
EduStream.org - Windows Internet Explorer
https://www.edustream.org/Default.aspx
EduStream
About Us
FAQ
Membership
Contact Us
Member Login
What is EduStream.org?
"EduStream.org" is a cost-effective, user friendly, centralized resource for providing participating institutions with the video-on-demand capabilities they might not otherwise be prepared to implement or manage.
Find out more >>
Educational Course Videos On Demand!
EduStream.org provides captioned-ADA compliant access to educational video Playlists which can be seamlessly linked from within any learning management system. (Available Playlists)
Edustream Live!
Edustream.org provides 24/7 live educational broadcast channels. Ask us how to air your content on one or more of our channels or lease one of your own.
View Live Channels Now! >>
Become a Member!
We at EduStream.org are always eager to welcome new educational institutions. For membership information or to learn more about EduStream.org, please contact us at (909) 384-4319 or distributeded@sbccd.org.
JOIN NOW!
Read More In Our FAQ >>
Why Use Edustream?
EduStream.org enables participating institutions to:
Embed captioned general education video Playlists from within their own learning management system.
Upload and embed their own instructional/information videos.
Have their own 24/7 streaming video-channel.
Read more reasons >>
About Us | FAQ | Membership | Contact Us
Copyright 2007 EduStream.org

3. Click on the **Member Login** link located on the top right corner of the screen.

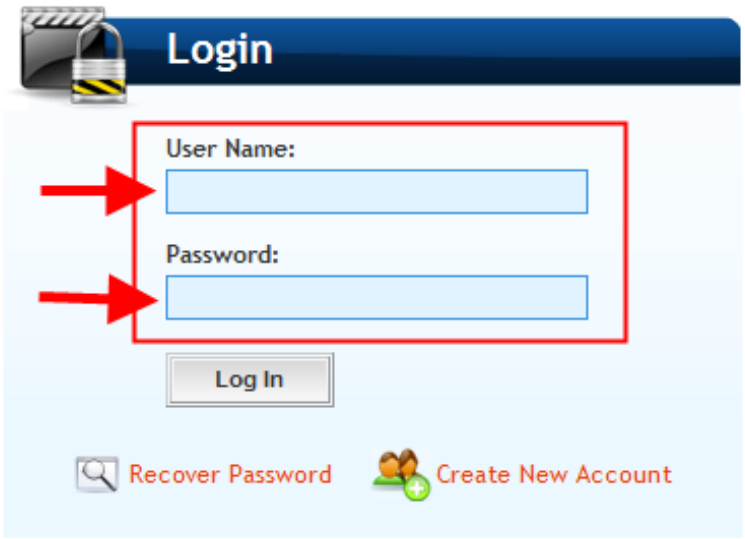


4. The **Login** page will appear.

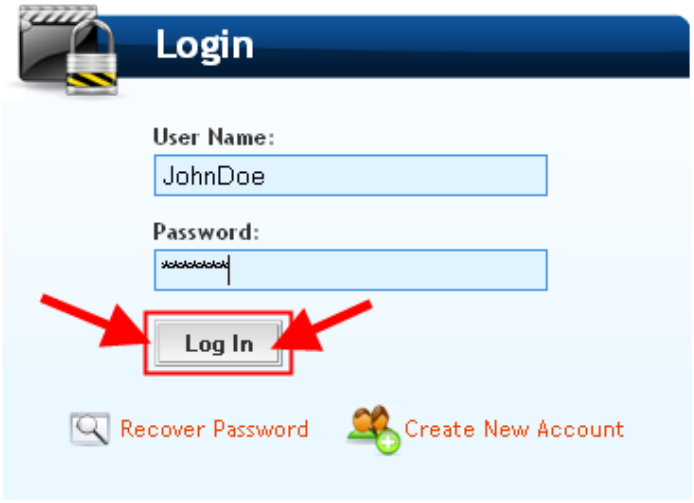
   The Login page will have announcements and information about the EduStream™ repository (for example: Updates or Maintenance to the site).


EduStream
About Us
FAQ
Membership
Contact Us
Member Login
Announcements
Last Updated: 2/5/2009 3:34:54 PM
We will be conducting server maintenance on Tuesday February 10th starting at 1am. Downtime should be approximately 1 hour. If there are any questions or concerns please let me or any EduStream / Dallas TeleLearning Digital Resource Repository team member know. Thank you for your understanding.
Andy Chang
Senior Technology Support Specialist
EduStream / Dallas TeleLearning Digital Resource Repository
achang@sbccd.org

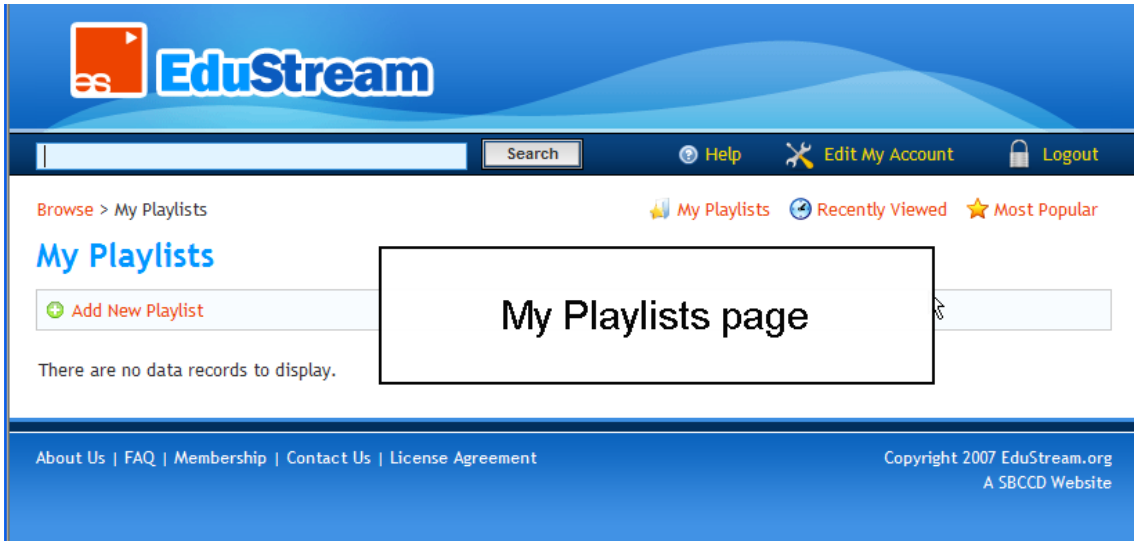
5. Enter **User Name** and **Password**.



6. Click the **Log In** button.



7. The **My Playlists** page will appear. This is the home page for faculty and other authorized users. (Site Administrators will have a different home page).



* If this is the initial login, the End-User License Agreement page will appear. (See NOTE below)

NOTE:

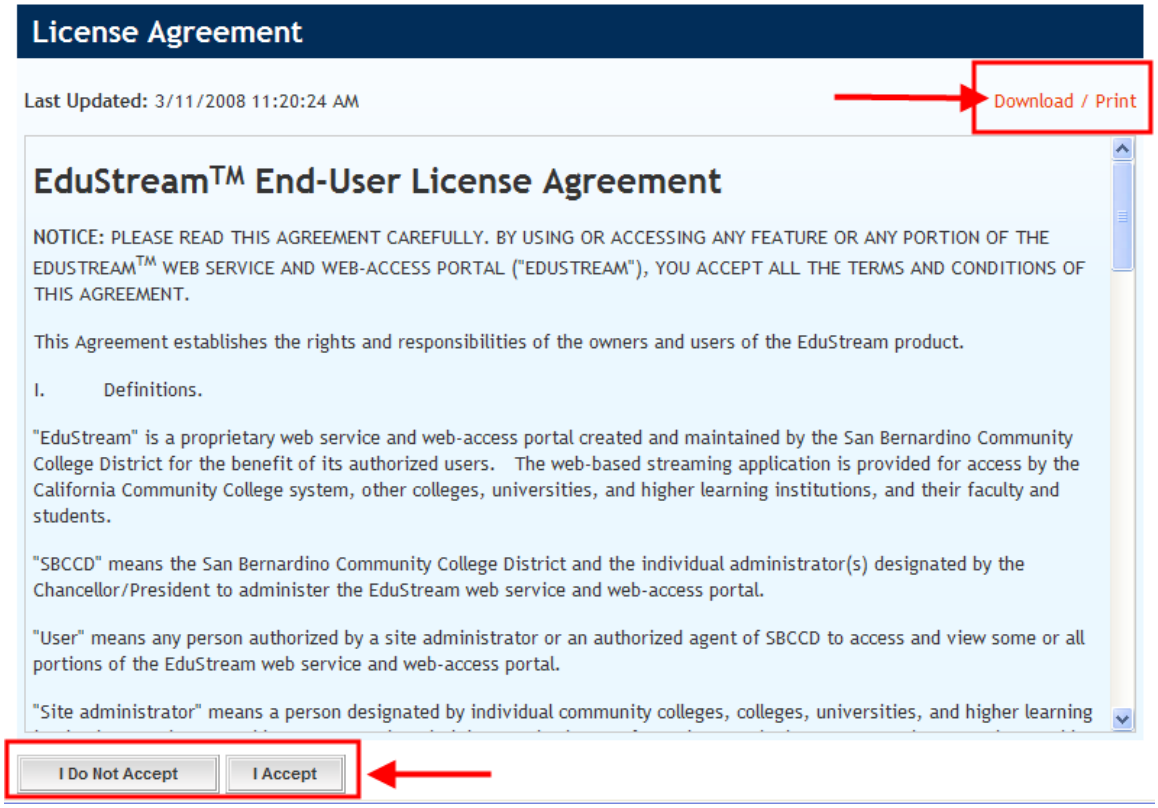
(a) On initial Login, the EduStream™ End-User License Agreement will appear.

Please read the agreement. You can download and/ or print the agreement by clicking on the **Download/ Print** link on the top right corner of the screen.

If you agree with the terms of the agreement, please click on the **I Accept** button. By accepting, you are given access to EduStream™ and its collection.

If you do not agree, click on the **I Do Not Accept** button. By NOT accepting, you will NOT be given access to EduStream™ and its collection.

If SBCCD updates terms of the agreement, end-users upon logging in will be directed to this page to review and accept the updated terms.


License Agreement
Last Updated: 3/11/2008 11:20:24 AM
Download / Print
EduStream™ End-User License Agreement
NOTICE: PLEASE READ THIS AGREEMENT CAREFULLY. BY USING OR ACCESSING ANY FEATURE OR ANY PORTION OF THE EDUSTREAM™ WEB SERVICE AND WEB-ACCESS PORTAL ("EDUSTREAM"), YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT.
This Agreement establishes the rights and responsibilities of the owners and users of the EduStream product.
I. Definitions.
"EduStream" is a proprietary web service and web-access portal created and maintained by the San Bernardino Community College District for the benefit of its authorized users. The web-based streaming application is provided for access by the California Community College system, other colleges, universities, and higher learning institutions, and their faculty and students.
"SBCCD" means the San Bernardino Community College District and the individual administrator(s) designated by the Chancellor/President to administer the EduStream web service and web-access portal.
"User" means any person authorized by a site administrator or an authorized agent of SBCCD to access and view some or all portions of the EduStream web service and web-access portal.
"Site administrator" means a person designated by individual community colleges, colleges, universities, and higher learning
I Do Not Accept
I Accept

(b) If you cannot recall your password, click on the **Recover Password** link.

You will need to provide your User Name and answer a secret question that was set-up when your account was created. Your new **Password** will be sent to the e-mail address you provided.

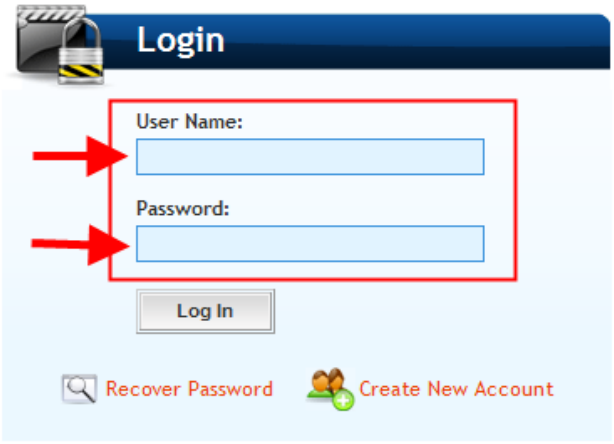
***For questions about your user account, please call your institution's Site Administrator(s) for help.**

END-USER ACCOUNT(S)

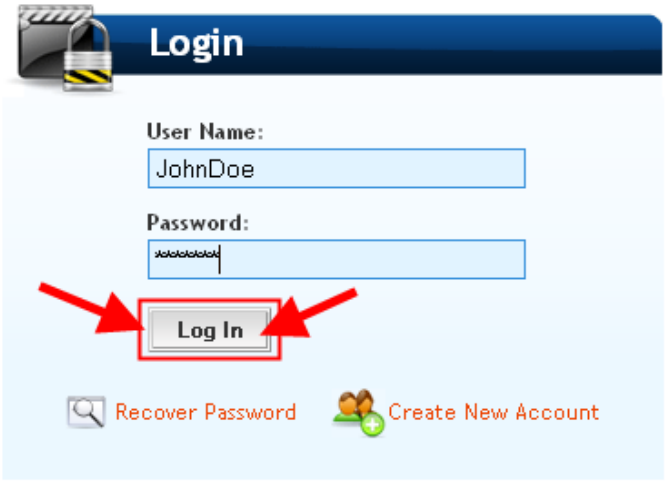
End-Users can update their personal information and contact information (e.g. e-mail address and phone numbers). They also have the ability to change their passwords and the questions and answers to the Secret Question fields.

EDITING END-USER ACCOUNT

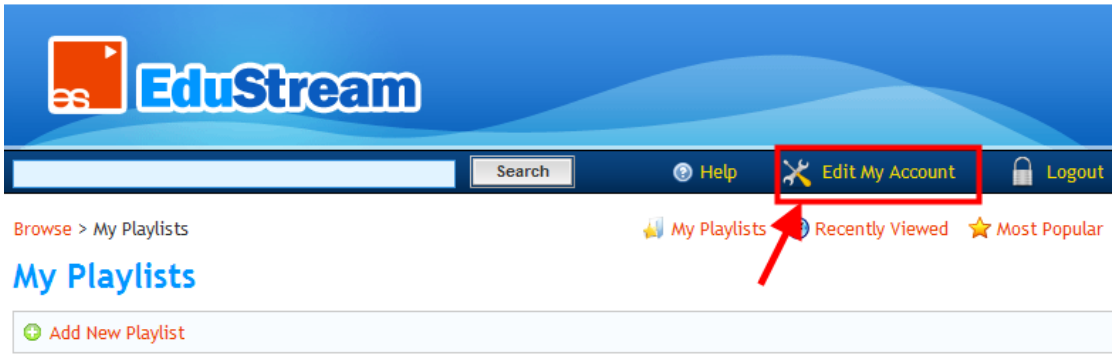
1. Log in by entering your assigned User Name and Password in the **User Name** and **Password** fields.



2. Click on **Log In** button.



3. The **My Playlists** page will appear. Click on the **Edit My Account** link.

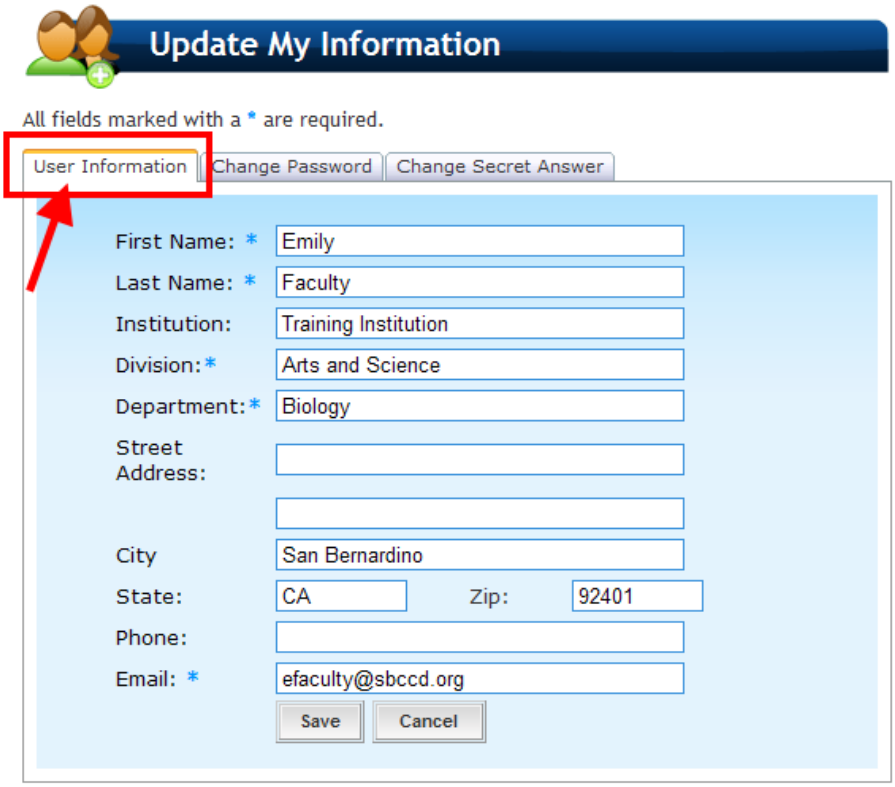


4. The **Update My Account** page will appear.

   There are three tabs in this page: **User Information**, **Change Password**, and **Change Secret Answer**.

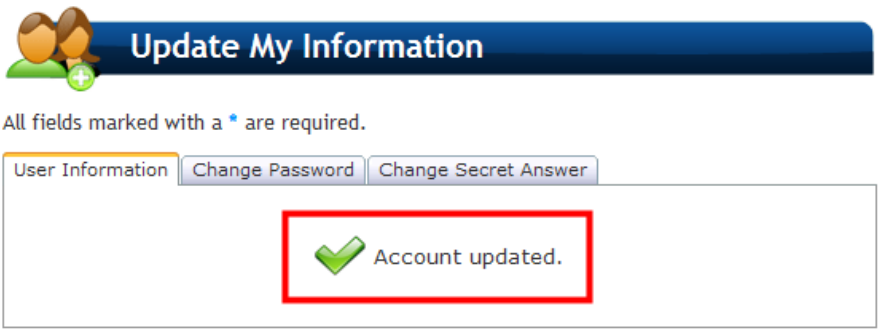
   The **User Information Tab** page is the default page.

5. Click on the **USER INFORMATION** tab to update information on user's account.

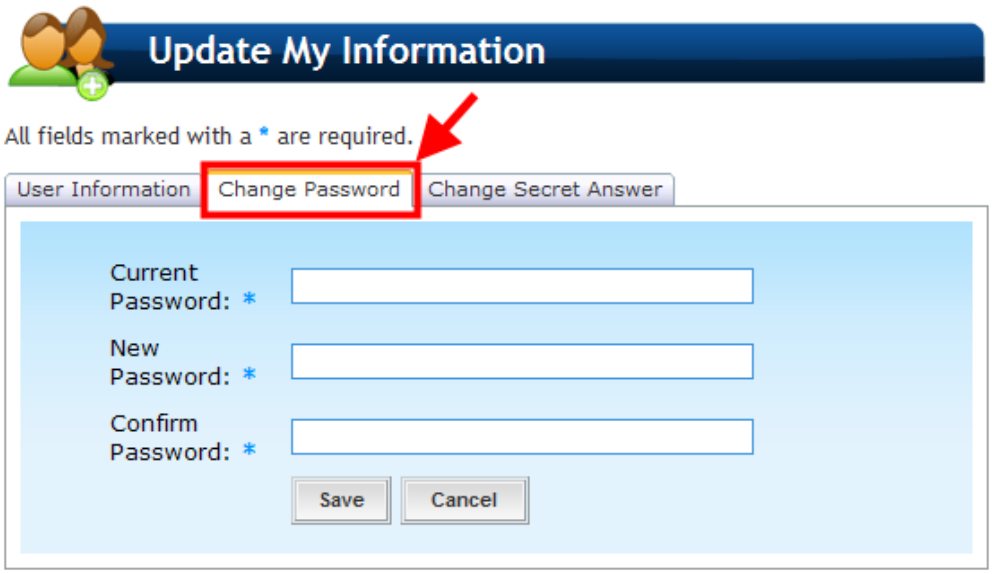


You can update every field (***EXCEPT the Institution field***). Click on the **Save** button when finished to save the changes.

A page will appear to confirm that account was updated.



6. Click on the **CHANGE PASSWORD** tab to change password to the account.



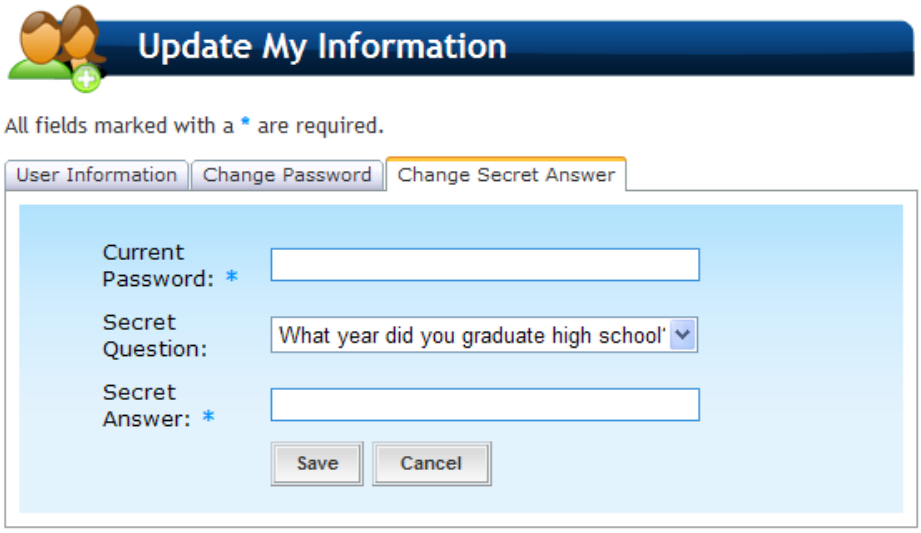
(a) Enter old password in the **Current Password** text field.

(b) Enter new password in the **New Password** text field and re-enter new password in the **Confirm Password** text field.

(c) Click on the **Save** button.

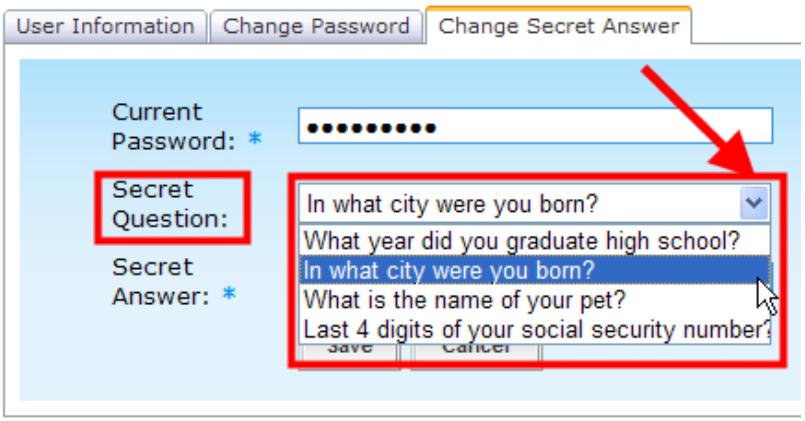
(d) A page will appear to confirm that password has been changed.

7. Click on the **CHANGE SECRET ANSWER** tab to select a new **Secret Question** and enter new **Secret Answer**.

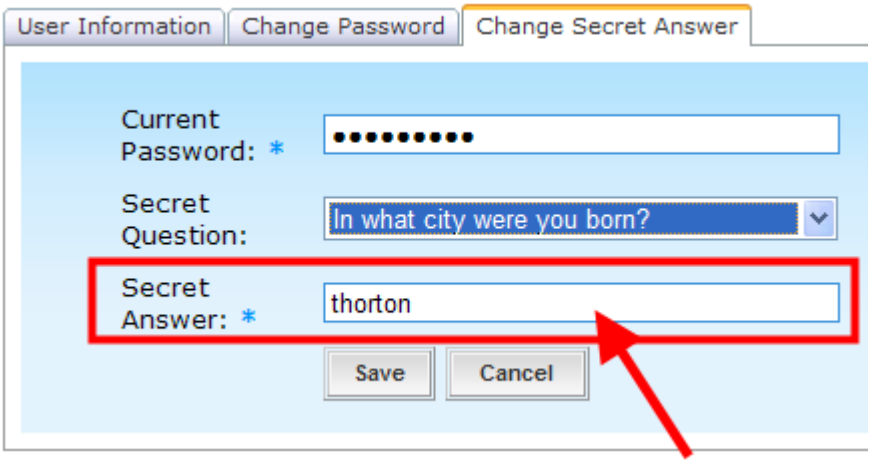


(a) Enter your password in the **Current Password** text field.

(b) Select a Secret Question using the drop-down menu for the **Secret Question** field.

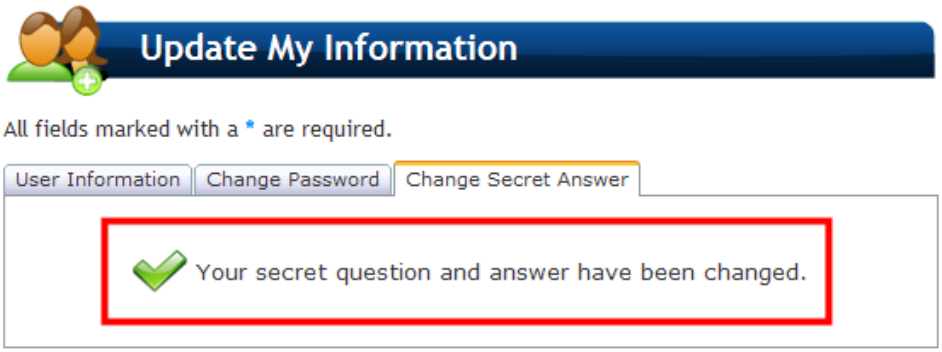

User Information
Change Password
Change Secret Answer
Current Password: *
Secret Question:
Secret Answer: *
In what city were you born?
What year did you graduate high school?
In what city were you born?
What is the name of your pet?
Last 4 digits of your social security number?

(c) Enter the answer to selected Secret Question in the **Secret Answer** text field.



(d) Click on the **Save** button when finished to save the changes.

(e) A page will appear to confirm that Secret Question and Secret Answer have been changed.


Update My Information
All fields marked with a * are required.
User Information
Change Password
Change Secret Answer
Your secret question and answer have been changed.

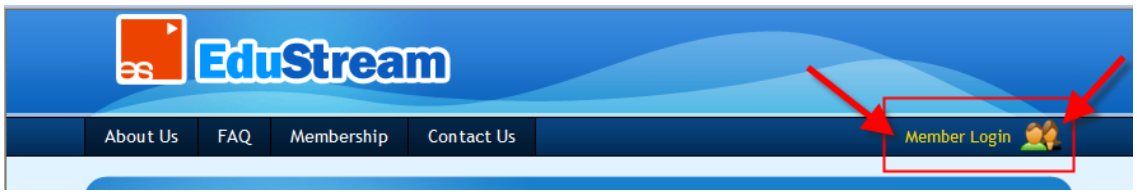
NEW ACCOUNTS

An institution MUST have an institution account set up with SBCCD to create individual end-user account for its faculty and staff.

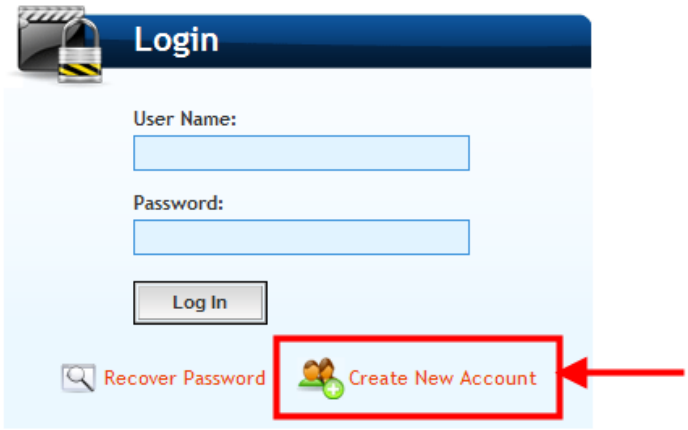
Faculty and staff accounts can be created two ways: the Institution Site Administrator can create the accounts or faculty and staff can create their own accounts. For faculty and staff to create their own, Site Administrator will need to provide to them the Institution ID and the Institution Password.

CREATING A NEW ACCOUNT BY END USER

1. In a web browser, enter www.edustream.org.
2. Click on **Member Login** link located on the top right corner of the screen.



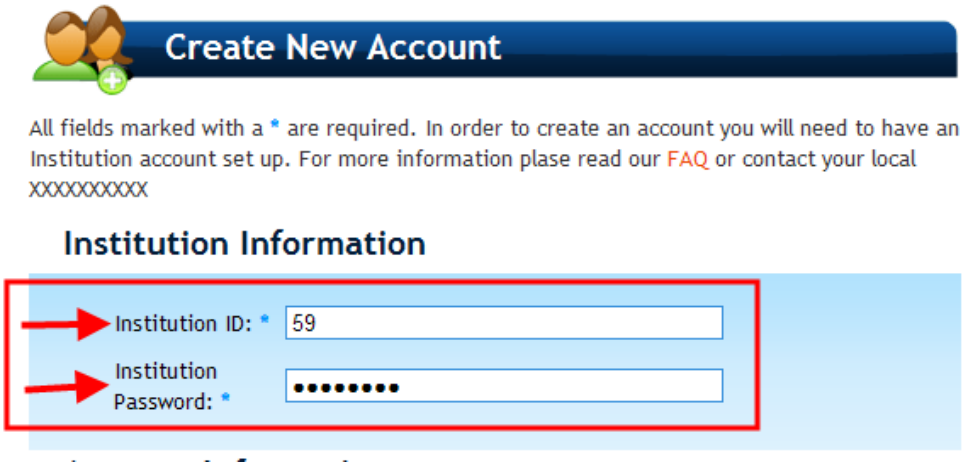
3. The **Log In** page will appear. Click on **the Create New Account** link.



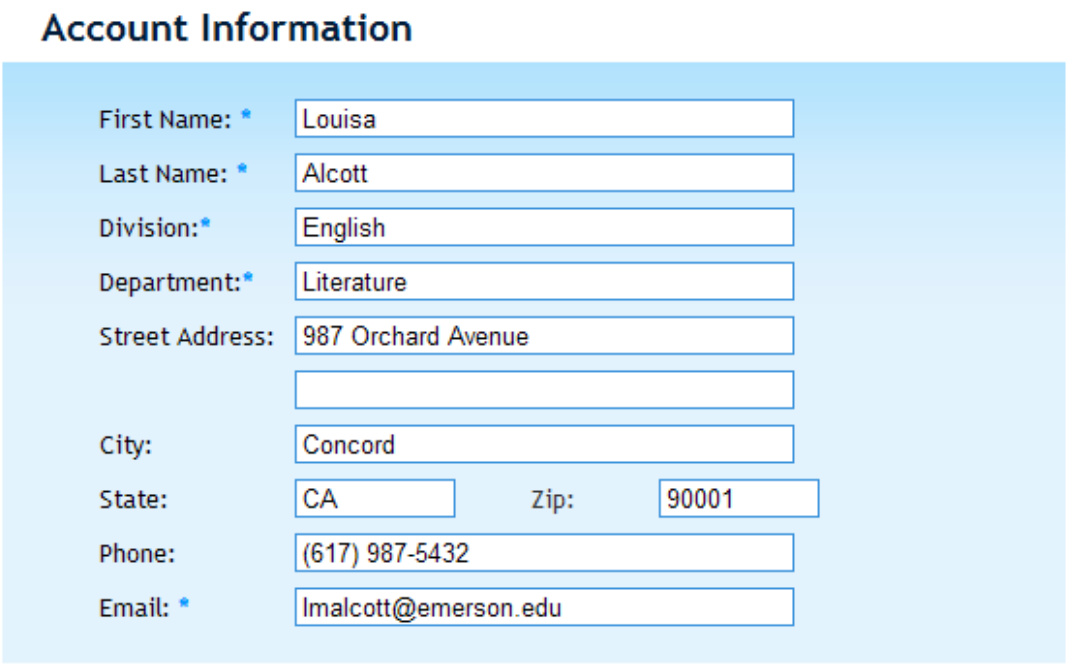
4. The **Create New Account** page will appear. Enter user information in appropriate fields to create the account.

NOTE:
Fields marked with * are required.

a. INSTITUTION INFORMATION SECTION
Enter your institution's **Institution ID** and **Institution Password**. (Provided by the institution's Site Administrator)


Create New Account
All fields marked with a * are required. In order to create an account you will need to have an Institution account set up. For more information plase read our FAQ or contact your local XXXXXXXXXX
Institution Information
Institution ID: *
59
Institution Password: *

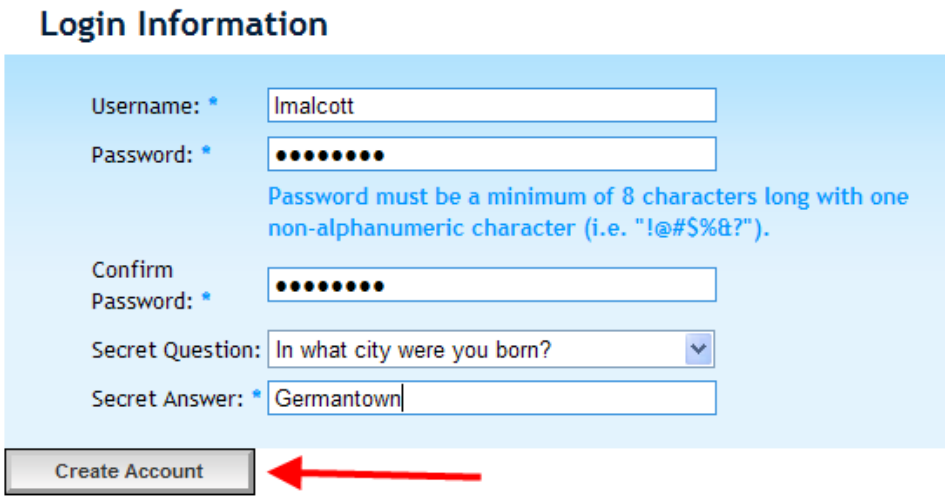
b. ACCOUNT INFORMATION SECTION



Enter information in appropriate text field. Fill in as much information as desired. ***Fields marked with blue asterisks are required***.

c. LOGIN INFORMATION SECTION

- Create a **User Name** and a **Password** (minimum 8 characters with at least one non-alphanumeric character [i.e. "!@#$%&"]).
- Retype the password in the **Confirm Password** field.
- Select a **Secret Question** by clicking on the down arrow adjacent to the Secret Question field. A drop-down menu will appear. Click on the desired question.
- Enter the answer to the Secret Question in the **Secret Answer** text field.



d. Click on the **Create Account** button.

5. The **EduStream™ End-User License Agreement** will appear.

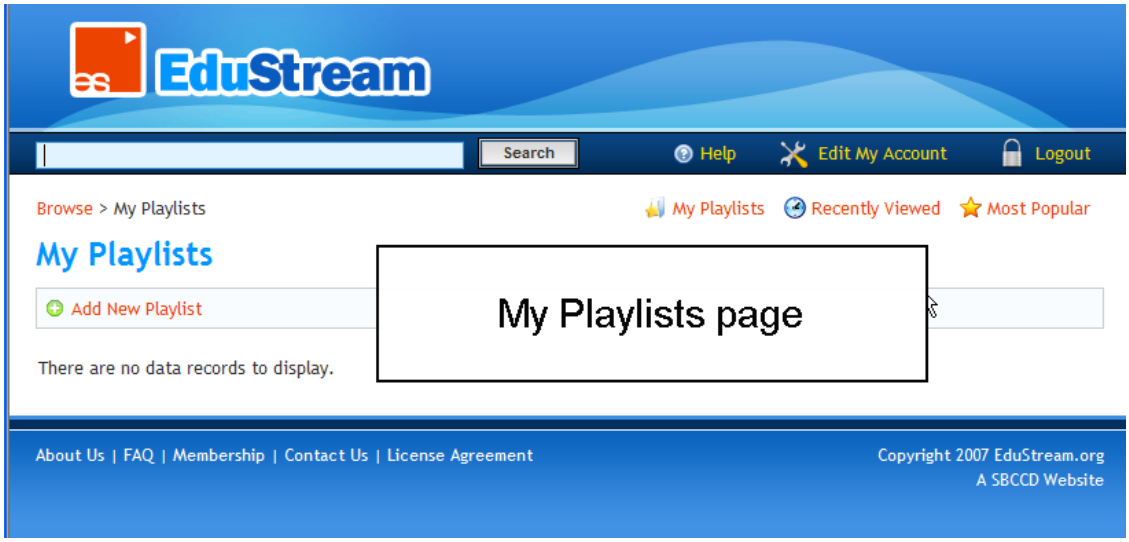
(a) Please read the agreement. You can download and/ or print the agreement by clicking on the **Download/ Print** link on the top right corner of the screen.

(b) If you agree with the agreement, please click on the **I Accept** button. By accepting the terms of the End-User License Agreement, user will be given access to EduStream™ and its collection.

(c) If you do not agree, click on the **I Do Not Accept** button. By not accepting the terms of the End-User License Agreement, user will not be able to access EduStream™ and its collection.

(d) Every time the End-User License Agreement is updated, end-user will be redirected to the agreement for review and acceptance.

6. Upon selecting the **I Accept** button, user will be log onto account and the **My Playlist** page will appear. This is the default home page for faculty and other authorized users.



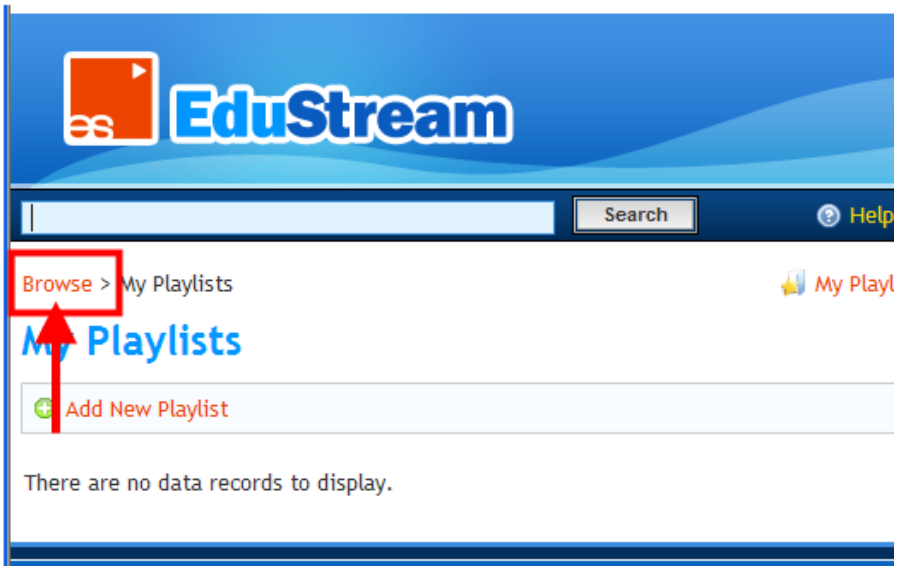
BROWSING THE EDUSTREAM COLLECTION

EduStream™'s proprietary content are grouped according to a content provider's pre-set hierarchical categories. The categories including Subject (broadest), Discipline, Course Description, Topic, Clips (narrowest). This is a way to drill down on a video clip if a user does not have a specific topic in mind.

NOTE:
The EduStream™ contents can also be searched using keyword Search function. "Constitution" as a keyword would retrieve clips that use the word "constitution" in the searchable fields. (SEE: **Searching the EduStream™ Collection**).

BROWSING THE EDUSTREAM™ COLLECTION

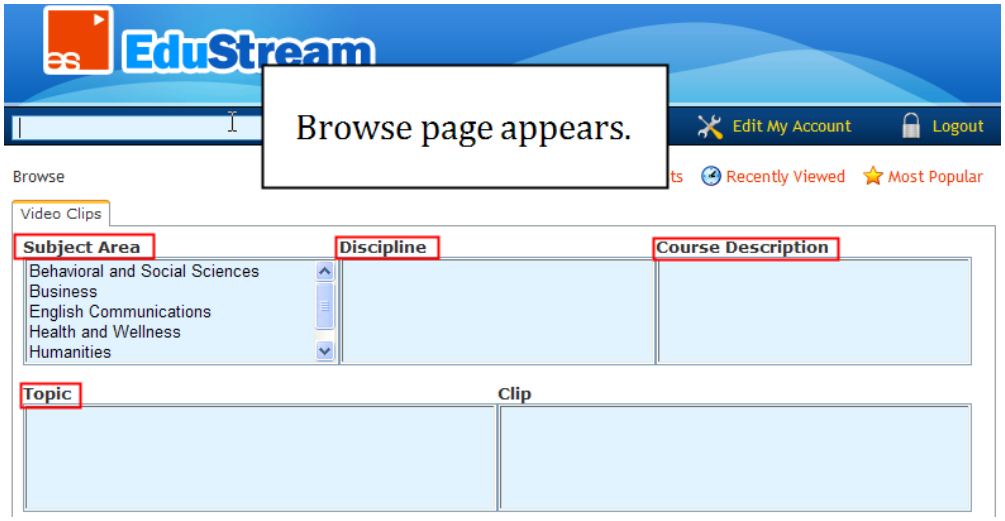
1. From the My Playlist page, click on **Browse** link on the breadcrumb trail.



NOTE:
When you are working with the **Browse** feature of EduStream™, you can use the Breadcrumb trail at the top of any page to return to a previous menu.

Users can return to the Browse page by clicking on **Browse** on the breadcrumb trail from most pages of the website.

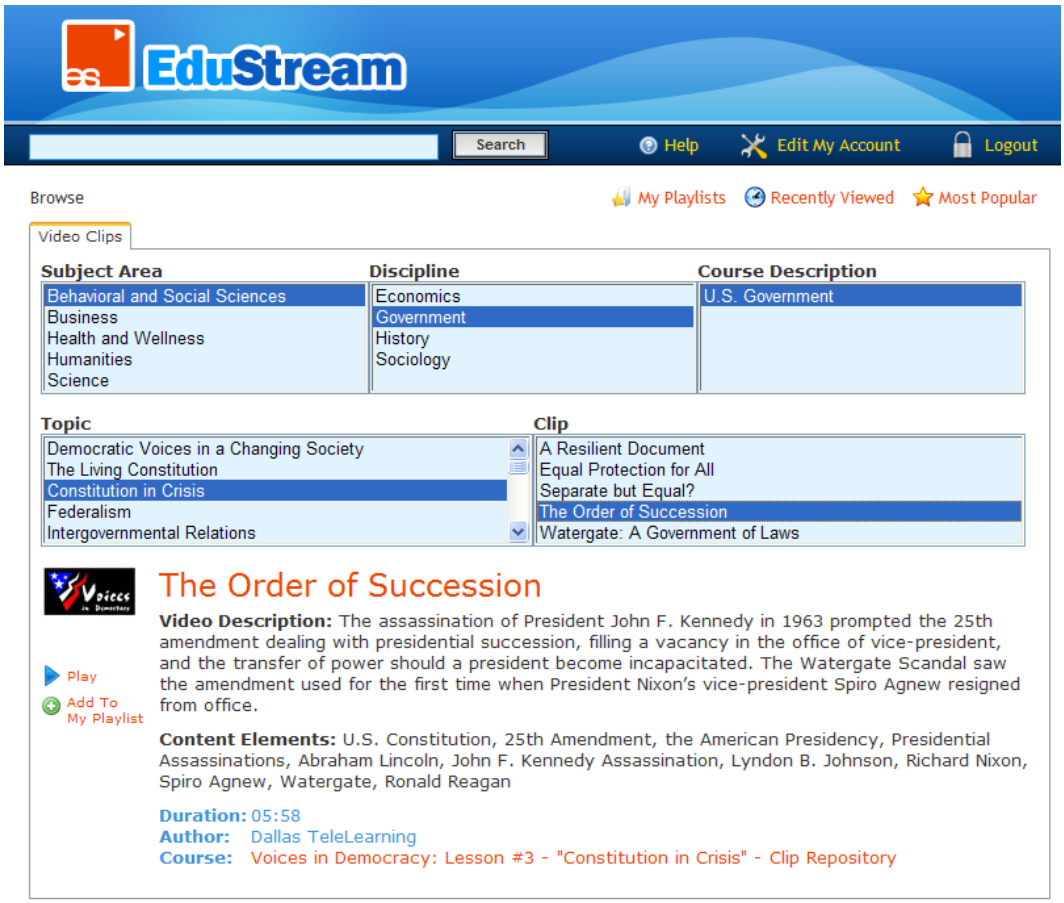
2. The **Browse** page will appear.



There are five columns which correspond to the five categories (**Subject Area**, **Discipline**, **Course Description**, **Topic**, and **Clip**).

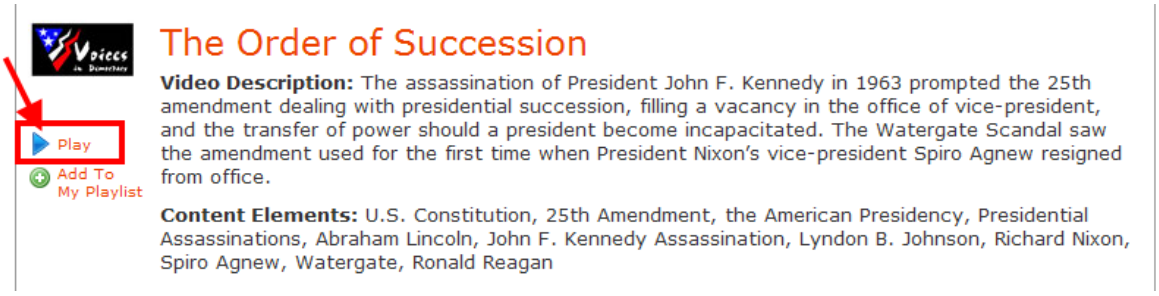
Users must select an item in the Subject Area column before being allowed to select an item in the Discipline column, etc. Clicking on an item in the Subject Area column will populate the Discipline column. Clicking on an item Discipline column will populate the Course Description column. Clicking on an item in the Course Description column will populate the Topic Column and clicking on an item will populate the Clip column.

Below is an example of a fully populated Browse page.


EduStream
Search
Help
Edit My Account
Logout
Browse
My Playlists
Recently Viewed
Most Popular
Video Clips
Subject Area
Behavioral and Social Sciences
Business
Health and Wellness
Humanities
Science
Discipline
Economics
Government
History
Sociology
Course Description
U.S. Government
Topic
Democratic Voices in a Changing Society
The Living Constitution
Constitution in Crisis
Federalism
Intergovernmental Relations
Clip
A Resilient Document
Equal Protection for All
Separate but Equal?
The Order of Succession
Watergate: A Government of Laws
The Order of Succession
Video Description: The assassination of President John F. Kennedy in 1963 prompted the 25th amendment dealing with presidential succession, filling a vacancy in the office of vice-president, and the transfer of power should a president become incapacitated. The Watergate Scandal saw the amendment used for the first time when President Nixon's vice-president Spiro Agnew resigned from office.
Play
Add To My Playlist
Content Elements: U.S. Constitution, 25th Amendment, the American Presidency, Presidential Assassinations, Abraham Lincoln, John F. Kennedy Assassination, Lyndon B. Johnson, Richard Nixon, Spiro Agnew, Watergate, Ronald Reagan
Duration: 05:58
Author: Dallas TeleLearning
Course: Voices in Democracy: Lesson #3 - "Constitution in Crisis" - Clip Repository

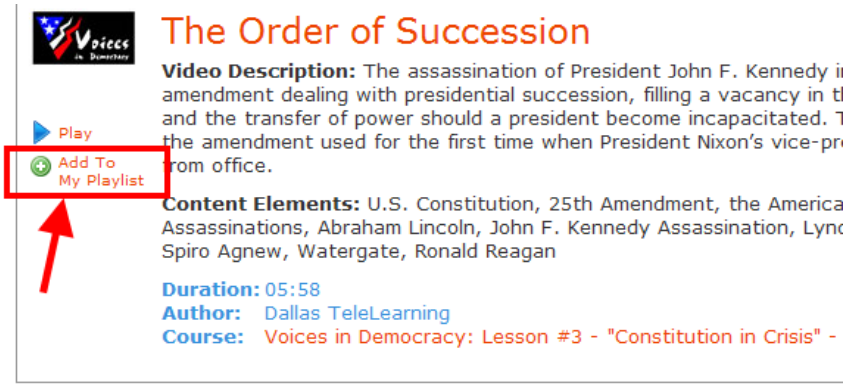
Once you have selected a particular Clip content, there will be a synopsis (a full description) of the content, including Video Description, Content Elements, Interviewees, Duration, Author and Playlist.

3. To view the material, click on the **Play** link. The material will start showing in Windows Media Player (Almost all of the licensed proprietary contents in EduStream will be in Windows Media file).


The Order of Succession
Video Description: The assassination of President John F. Kennedy in 1963 prompted the 25th amendment dealing with presidential succession, filling a vacancy in the office of vice-president, and the transfer of power should a president become incapacitated. The Watergate Scandal saw the amendment used for the first time when President Nixon's vice-president Spiro Agnew resigned from office.
Play
Add To My Playlist
Content Elements: U.S. Constitution, 25th Amendment, the American Presidency, Presidential Assassinations, Abraham Lincoln, John F. Kennedy Assassination, Lyndon B. Johnson, Richard Nixon, Spiro Agnew, Watergate, Ronald Reagan

4. To add the content to a playlist, click on the **Add to My Playlist** link. (SEE: **Adding/ Uploading EduStream Repository Material into a Playlist**).

   NOTE:
   REMEMBER THAT A PLAYLIST MUST BE CREATED BEFORE ADDING ANY CONTENT (SEE: **Creating Playlist(s) in EduStream**).


The Order of Succession
Video Description: The assassination of President John F. Kennedy i
amendment dealing with presidential succession, filling a vacancy in t
and the transfer of power should a president become incapacitated. T
the amendment used for the first time when President Nixon's vice-pr
rom office.
Play
Add To My Playlist
Content Elements: U.S. Constitution, 25th Amendment, the America
Assassinations, Abraham Lincoln, John F. Kennedy Assassination, Lync
Spiro Agnew, Watergate, Ronald Reagan
Duration: 05:58
Author: Dallas TeleLearning
Course: Voices in Democracy: Lesson #3 - "Constitution in Crisis" -

SEARCHING THOUGH THE EDUSTREAM™ COLLECTION

End-Users can search the EduStream™ contents by using the Keyword Search feature. EduStream will search for the keyword(s) in the searchable fields: **Author**, **Title**, and **Description** (**Video Description** and **Content Elements**).

NOTE:
EduStream™'s proprietary contents can also be searched using the Browse function. (SEE: **Browsing the EduStream™ Collection**)

SEARCH OPERATORS

When searching with the Search technique, remember the following:

(a) When searching with a keyword, simply enter that keyword in the Search field.

(b) When searching with more than one keyword:

- If you want contents that contain every keyword that is specified, enter the terms separated by spaces. Additionally, you can enter the word **and** between the keyword. Using the word **and** will retrieve fewer results because all the keywords in the Search field must be present in each material.

- If you want contents that contain at least one of the words entered, enter the word **or** in between the keywords. Using the word **or** will retrieve more results because the search will produce a result that will include any material that has any one of the search keyword.

(c) When searching with for a certain phrase, enter the phrase enclosed in double quotation marks (**" "**). For example, you want materials that have the phrase **double indemnity**. To conduct the search, enter **"double indemnity"** in the Search field and you should get a list of result(s) which has that phrase in the searchable fields.

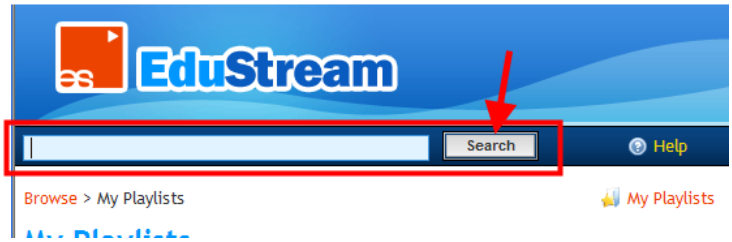
(d) You can also include (*) in your search. If you enter the term **mediat*** in the Text field, the search will return with materials that contains the term beginning with **mediat** (i.e. mediate, mediator, mediation, mediating, etc.).

SUMMARY TABLE FOR SEARCH OPERATORS

Symbol	Operator/ Function	Example
blank space	AND	A blank space between two keywords causes the search engine to look for both words anywhere in the searchable fields. For example, if you type **first amendment**, the search will produce results that contain both the word **first** and the word **amendment** in the searchable fields.
and	AND	This works the same way as a blank space. The word AND should be place between associated search terms with a blank space on either side. For example, type **first** and **amendment** if want to produce a search that contains both the word **first** and the word **amendment** in the search fields.
or	OR	The word OR between two words causes the search engine to look for any of the words anywhere in the searchable fields. The OR operator is placed between the associated terms with a blank space either side. For example, if you type **first or amendment**, the search will produce results with either the word **first** or the word **amendment** in the searchable fields.
“ “	PHRASE	The presence of double quotation characters around two or more words causes the search engine to look for the precise sequence of words between the quotation marks. For example, if you type **“first amendment”**, the search will produce results with the words exact phrase **first amendment** anywhere in the searchable fields.
*	TRUNCATION	An asterisk character (*) after a truncated word will look for any words that begins with the truncated word within the searchable fields. For example, if you type trad*, the search will produce results containing words that starts with trad (trade, traded, trades, tradition, traditions, trademark, trademarks).

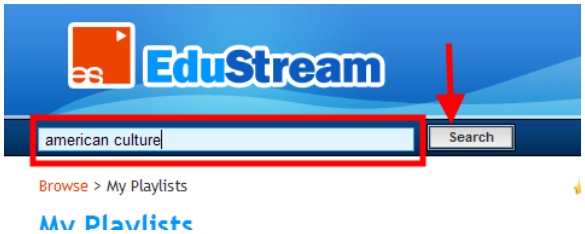
SEARCHING THE EDUSTREAM™ COLLECTION

1. In the **My Playlists** page, there is a field box located on the top left side, adjacent to the **Search** button.



2. Enter the search keyword(s) in the Search field box. Click on the **Search** button. (Read through the section on Search Operators to define the relationship of the terms when using more than one term).

   For example, we want to limit the search to materials that contain the terms **American** and **culture** in the searchable fields. (Materials must contain both terms).



3. The **Content Search Results** page will appear with a listing of the result. This page will provide several information:

   a) The results pages will indicate the number of materials with the terms specified.

NOTE:

- Results are listed by their rank of relevancy.
- Only 10 materials is shown on a page. If search result has more than 10 materials, look at the bottom left of the page for subsequent pages. Click on the subsequent page number to see more materials.

b) Each listing will have a synopsis, that will include Title, Video Description (summary of the material developed by the licensee), Content Elements (key words related to the material), Duration (length of the material), Author (generally person/ entity that developed the material), Playlist (Series/ Playlists that material belongs), etc.

4. Click on the **Course** link to view more materials that is in the same series/playlist.

"American Culture"
Video Description: American culture is analyzed by sociologists using the three major dimensions of culture: ideas, norms and material culture. This video asks the question, "Is there an American culture?"
Content Elements: Sociology, American culture, ideas, norms, material culture.
Interviewees:
William Kornblum, City University of New York.
Duration: 04:09
Author: Dallas Telelearning
Course: Exploring Society: Lesson #4 - "Culture" - Clip Repository

5. Click on the **Title** or the **image** adjacent to the Title to view the material.

Search Results
Found Approximately 30 results for "american culture".
"American Culture"
Video Description: American culture is analyzed by sociologists using the three n
norms and material culture. This video asks the question, "Is there an American
Content Elements: Sociology, American culture, ideas, norms, material culture.
Interviewees:
William Kornblum, City University of New York.
Duration: 04:09
Author: Dallas Telelearning

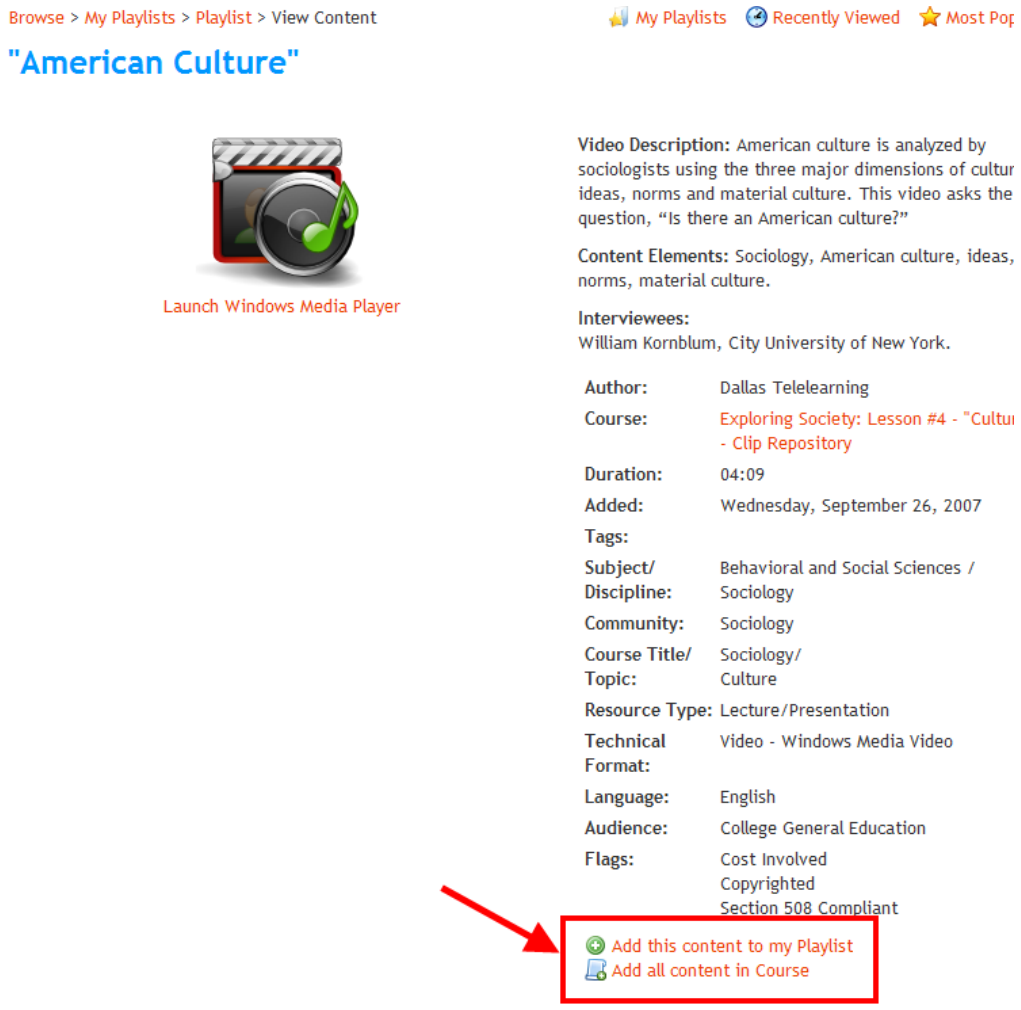
a) This is opens the **View Content** page. More details about the material will be provided.

Browse > My Playlists > Playlist > View Content
My Playlists
Recently Viewed
Most Popular
"American Culture"
Launch Windows Media Player
Video Description: American culture is analyzed by sociologists using the three major dimensions of culture: ideas, norms and material culture. This video asks the question, "Is there an American culture?"
Content Elements: Sociology, American culture, ideas, norms, material culture.
Interviewees:
William Kornblum, City University of New York.
Author: Dallas Telelearning
Course: Exploring Society: Lesson #4 - "Culture" - Clip Repository
Duration: 04:09
Added: Wednesday, September 26, 2007
Tags:
Subject/ Discipline: Behavioral and Social Sciences / Sociology
Community: Sociology
Course Title/ Topic: Sociology/ Culture
Resource Type: Lecture/Presentation
Technical Format: Video - Windows Media Video
Language: English
Audience: College General Education
Flags: Cost Involved
Copyrighted
Section 508 Compliant
Add this content to my Playlist
Add all content in Course

b) Almost all of the licensed materials are viewed using a Windows Media Player.

- Click on the **Launch Windows Media Player** image to view the video.

c) Users can add the content to their own playlists.

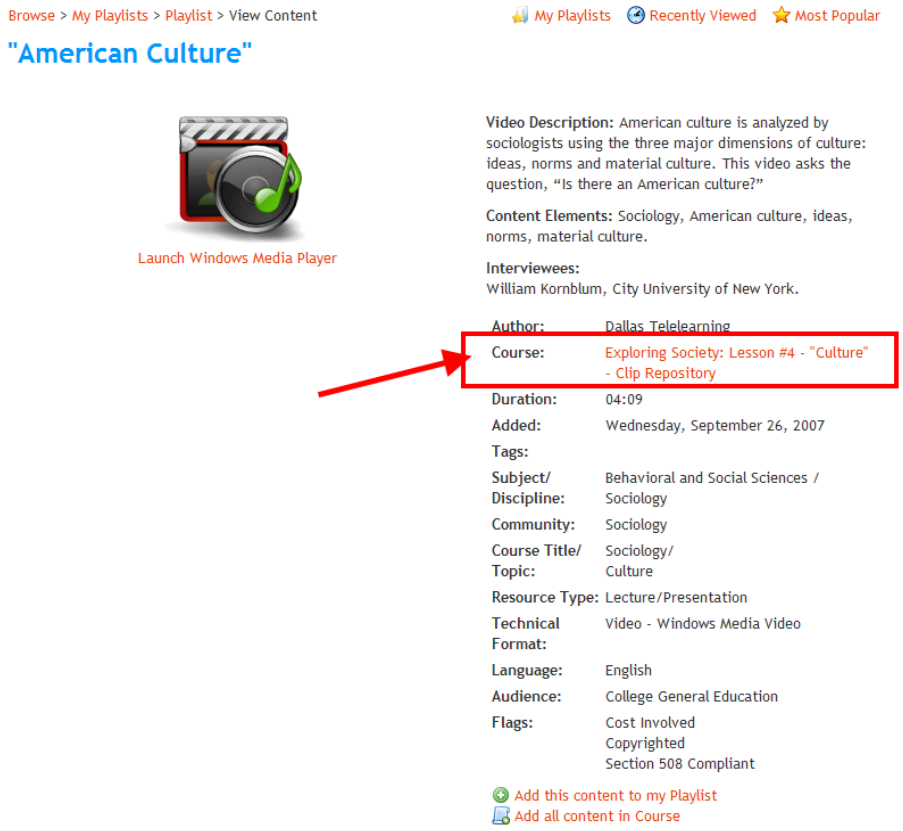

Browse > My Playlists > Playlist > View Content
My Playlists
Recently Viewed
Most Pop
"American Culture"
Launch Windows Media Player
Video Description: American culture is analyzed by sociologists using the three major dimensions of cultur ideas, norms and material culture. This video asks the question, "Is there an American culture?"
Content Elements: Sociology, American culture, ideas, norms, material culture.
Interviewees:
William Kornblum, City University of New York.
Author: Dallas Telelearning
Course: Exploring Society: Lesson #4 - "Cultu - Clip Repository
Duration: 04:09
Added: Wednesday, September 26, 2007
Tags:
Subject/ Discipline: Behavioral and Social Sciences / Sociology
Community: Sociology
Course Title/ Topic: Sociology/ Culture
Resource Type: Lecture/Presentation
Technical Format: Video - Windows Media Video
Language: English
Audience: College General Education
Flags: Cost Involved
Copyrighted
Section 508 Compliant
Add this content to my Playlist
Add all content in Course

i. Click on the **Add this content to my Playlist** link to add this content to user's own playlist.

ii. Click on the **Add all content in Course** to add all clips in the Course to user's playlist.

NOTE:
To add materials to user's own playlist, the playlist MUST be created first. (SEE **Creating Playlist(s) on EduStream)**

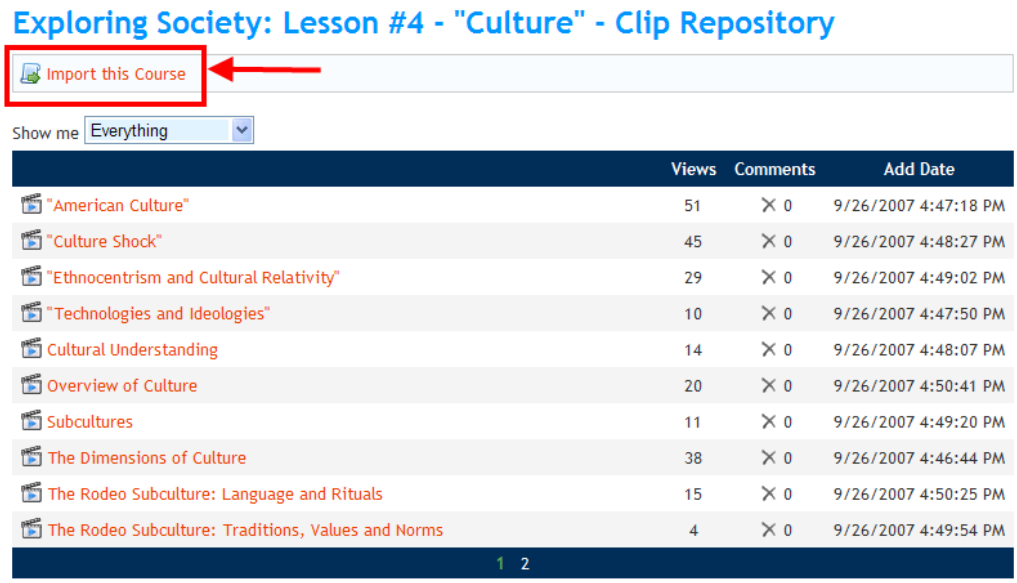
d) The **Course** link will provide the other clips from the same Course.


Browse > My Playlists > Playlist > View Content
My Playlists
Recently Viewed
Most Popular
"American Culture"
Launch Windows Media Player
Video Description: American culture is analyzed by sociologists using the three major dimensions of culture: ideas, norms and material culture. This video asks the question, "Is there an American culture?"
Content Elements: Sociology, American culture, ideas, norms, material culture.
Interviewees:
William Kornblum, City University of New York.
Author: Dallas Telelearning
Course: Exploring Society: Lesson #4 - "Culture" - Clip Repository
Duration: 04:09
Added: Wednesday, September 26, 2007
Tags:
Subject/ Discipline: Behavioral and Social Sciences / Sociology
Community: Sociology
Course Title/ Topic: Sociology/ Culture
Resource Type: Lecture/Presentation
Technical Format: Video - Windows Media Video
Language: English
Audience: College General Education
Flags: Cost Involved
Copyrighted
Section 508 Compliant
Add this content to my Playlist
Add all content in Course

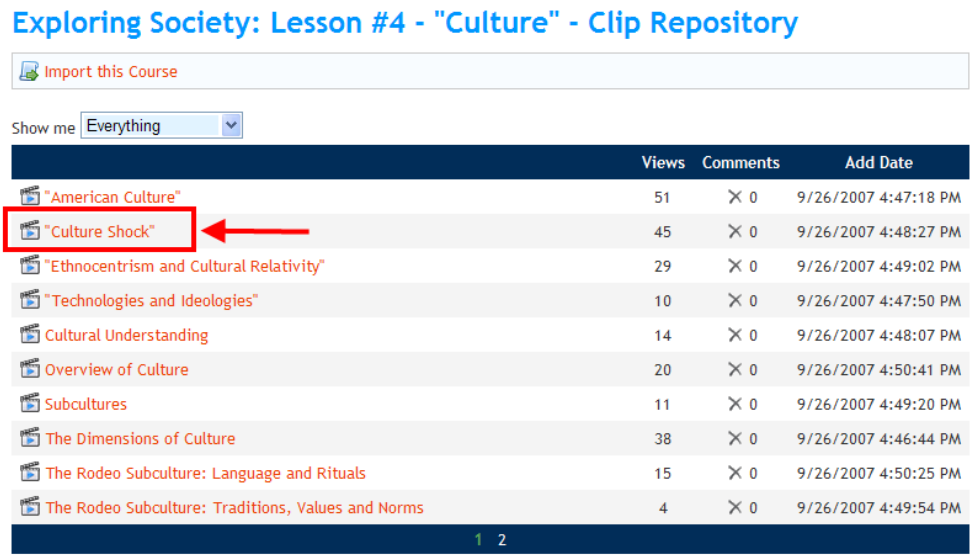
i. A page of with a listing of all the materials in the Course will appear.

Exploring Society: Lesson #4 - "Culture" - Clip Repository
Import this Course
Show me Everything
Views Comments Add Date
"American Culture" 51 0 9/26/2007 4:47:18 PM
"Culture Shock" 45 0 9/26/2007 4:48:27 PM
"Ethnocentrism and Cultural Relativity" 29 0 9/26/2007 4:49:02 PM
"Technologies and Ideologies" 10 0 9/26/2007 4:47:50 PM
Cultural Understanding 14 0 9/26/2007 4:48:07 PM
Overview of Culture 20 0 9/26/2007 4:50:41 PM
Subcultures 11 0 9/26/2007 4:49:20 PM
The Dimensions of Culture 38 0 9/26/2007 4:46:44 PM
The Rodeo Subculture: Language and Rituals 15 0 9/26/2007 4:50:25 PM
The Rodeo Subculture: Traditions, Values and Norms 4 0 9/26/2007 4:49:54 PM
1 2

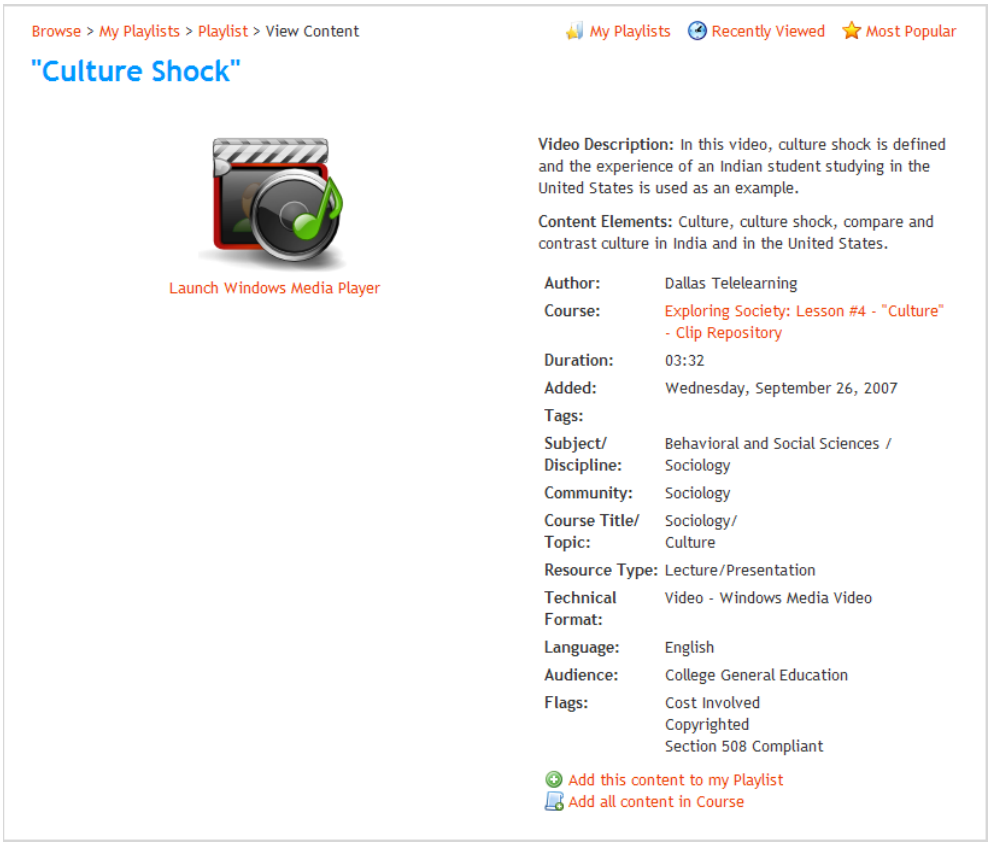
ii. Click on the **Import this Course** link to add all the materials in the series/ playlist to own playlist.


Exploring Society: Lesson #4 - "Culture" - Clip Repository
Import this Course
Show me Everything
Views Comments Add Date
"American Culture" 51 0 9/26/2007 4:47:18 PM
"Culture Shock" 45 0 9/26/2007 4:48:27 PM
"Ethnocentrism and Cultural Relativity" 29 0 9/26/2007 4:49:02 PM
"Technologies and Ideologies" 10 0 9/26/2007 4:47:50 PM
Cultural Understanding 14 0 9/26/2007 4:48:07 PM
Overview of Culture 20 0 9/26/2007 4:50:41 PM
Subcultures 11 0 9/26/2007 4:49:20 PM
The Dimensions of Culture 38 0 9/26/2007 4:46:44 PM
The Rodeo Subculture: Language and Rituals 15 0 9/26/2007 4:50:25 PM
The Rodeo Subculture: Traditions, Values and Norms 4 0 9/26/2007 4:49:54 PM
1 2

iii. Click on the material name to open the **View Content** page for that material.


Exploring Society: Lesson #4 - "Culture" - Clip Repository
Import this Course
Show me Everything
Views Comments Add Date
"American Culture" 51 0 9/26/2007 4:47:18 PM
"Culture Shock" 45 0 9/26/2007 4:48:27 PM
"Ethnocentrism and Cultural Relativity" 29 0 9/26/2007 4:49:02 PM
"Technologies and Ideologies" 10 0 9/26/2007 4:47:50 PM
Cultural Understanding 14 0 9/26/2007 4:48:07 PM
Overview of Culture 20 0 9/26/2007 4:50:41 PM
Subcultures 11 0 9/26/2007 4:49:20 PM
The Dimensions of Culture 38 0 9/26/2007 4:46:44 PM
The Rodeo Subculture: Language and Rituals 15 0 9/26/2007 4:50:25 PM
The Rodeo Subculture: Traditions, Values and Norms 4 0 9/26/2007 4:49:54 PM
1 2

iv. The **View Content** page for the selected material will appear.


Browse > My Playlists > Playlist > View Content
My Playlists
Recently Viewed
Most Popular
"Culture Shock"
Launch Windows Media Player
Video Description: In this video, culture shock is defined and the experience of an Indian student studying in the United States is used as an example.
Content Elements: Culture, culture shock, compare and contrast culture in India and in the United States.
Author: Dallas Telelearning
Course: Exploring Society: Lesson #4 - "Culture" - Clip Repository
Duration: 03:32
Added: Wednesday, September 26, 2007
Tags:
Subject/ Discipline: Behavioral and Social Sciences / Sociology
Community: Sociology
Course Title/ Topic: Sociology/ Culture
Resource Type: Lecture/Presentation
Technical Format: Video - Windows Media Video
Language: English
Audience: College General Education
Flags: Cost Involved
Copyrighted
Section 508 Compliant
Add this content to my Playlist
Add all content in Course

VIEWING EDUSTREAM™ COLLECTION

VIEWING EDUSTREAM™ MEDIA FILES

:

- AV files can displayed using either Flash player or Windows Media Player
- Resolution of video will be displayed at 400 x 300
- Frame rate will be displayed at 15 fps

Media Player Requirement:

PC	- For licensed media materials, need Windows Media Player - For non-licensed media materials, need a Flash player
Mac	- For licensed media materials, need Flip4Mac and Quicktime - For non-licensed media materials, need a Flash player

MY PLAYLIST

Playlists are a grouping of materials selected by users. The playlist feature allows users to organize their materials in separate folders.

The materials can come from the EduStream™'s collection or are uploaded from user's own computer/ server. Additionally, users can upload media files from the internet to their playlists.

NOTE:

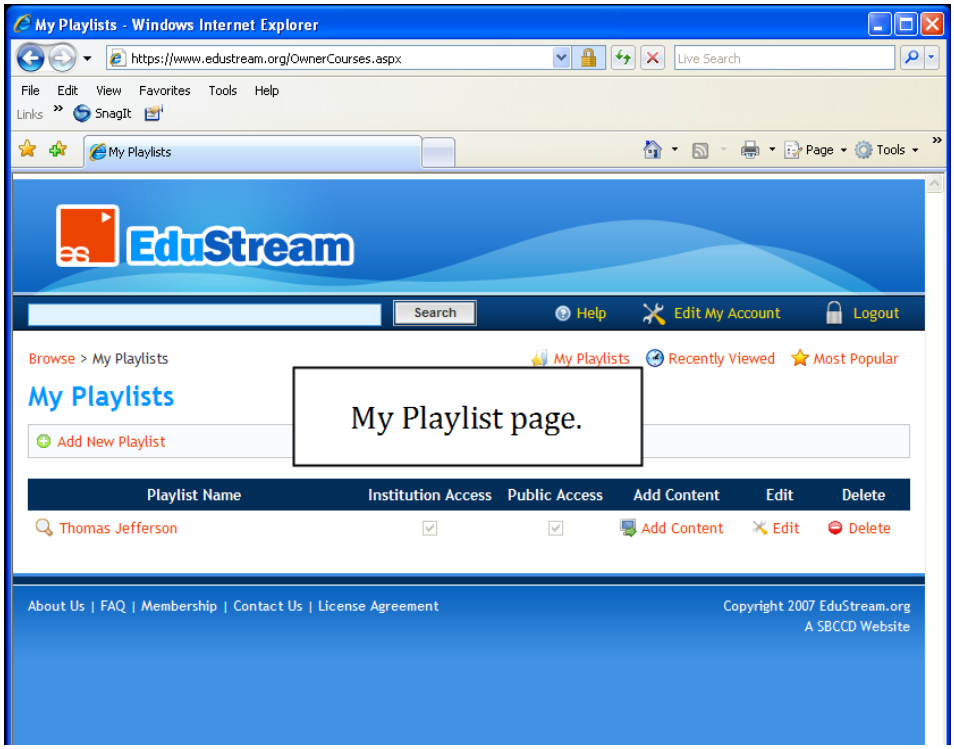
(a) For users to add/ upload materials they generated into their playlist(s), they must be one of the following formats and have any one of the following file extensions: **avi, asf, wmv, rm, mpg, mpeg, rmvbi, mov, flv, wav, swf, zip, pdf, doc/docx, ppt/pptx, xls/xlsx, txt, rtf,** and **mp3**.

(b) For users to add/ upload materials from the internet, the material MUST be a Windows Media file and has any one of the following file extensions: **asf, wmv, mpeg, avi,** and **wm**.

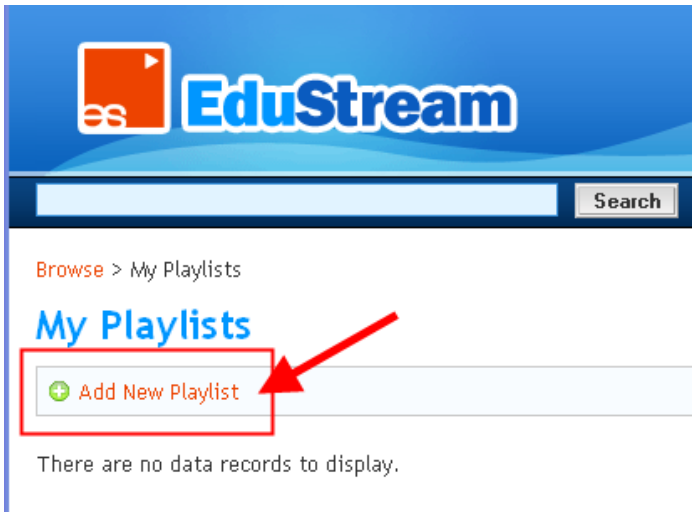
(b) Users cannot link EduStream™ materials into their course using any Course Management Systems/ Learning Management Systems, unless they first add them to their playlists.

CREATING PLAYLIST(S) IN EDUSTREAM™

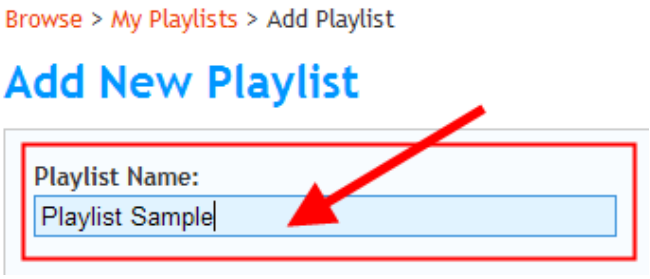
1. Log on to the EduStream™ website using your User Name and Password.
2. After logging on, **My Playlists** page will appear.



3. Click on the **Add New Playlist** link.

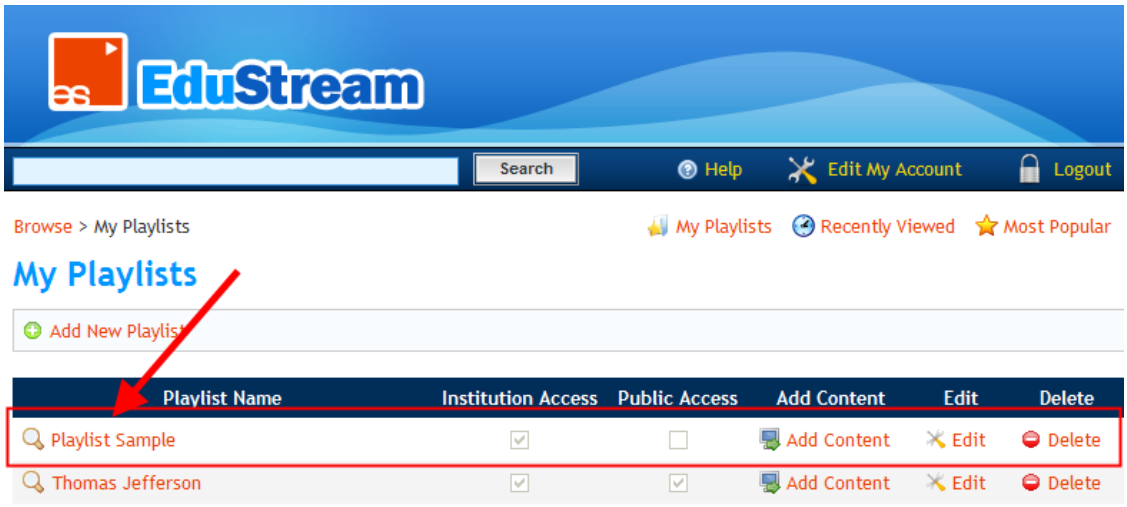


4. On the **Add New Playlist** page, enter a name in the **Playlist Name** field. For example, we entered ***Playlist Sample*** as the name for the playlist we are creating. (Name the playlist so that you can easily identify what materials were added/ uploaded to it.)



5. Click on **Create Playlist** button.

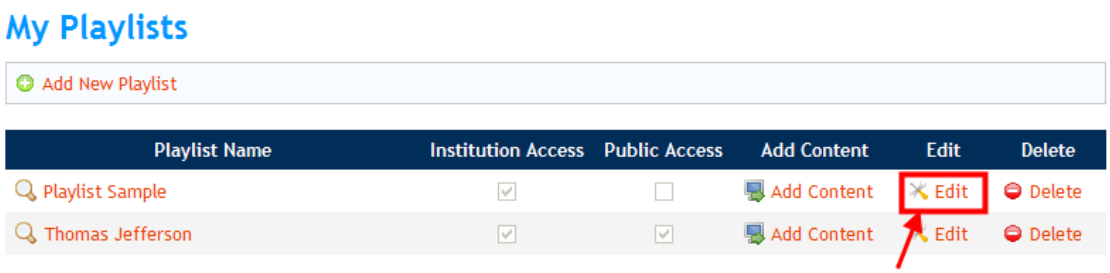
6. The newly created playlist should now be listed in the **My Playlists** page.



EDITING AND DELETING MY PLAYLIST(S)

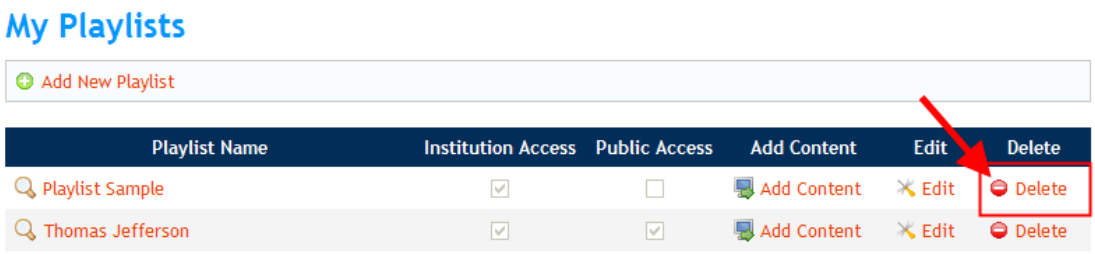
1. From the **My Playlists** page, click on the **Edit** link specific to the specific playlist that will be updated.

   For the example below, we want to edit setting for ***Playlist Sample***.



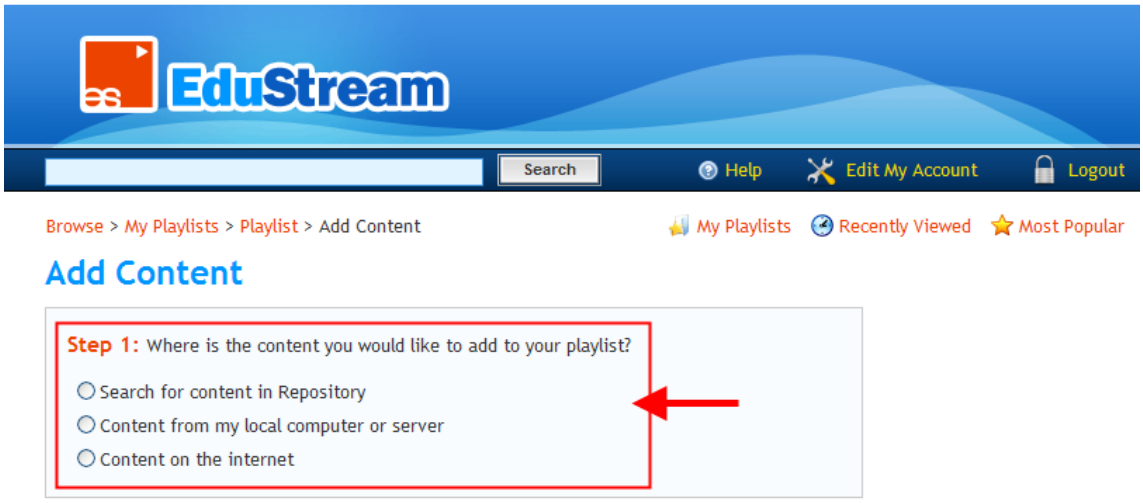
2. The **Edit Playlist** page will appear. Here, you can change the name of the playlist by entering the modified name in the **Playlist Name** text field. Click on the **Save** button after making desired changes.

3. To remove a playlist, click on the **Delete** link specific to the playlist.



ADDING/ UPLOADING CONTENT INTO PLAYLIST(S)

Users can select materials from EduStream™ and saved their selections in their playlists. Additionally, users can add content they have on their local computer or server into the playlist. Users can upload their content posted in the internet into their EduStream Playlist(s).



(a) **Search for Content in Repository**
Allows users to browse/search through EduStream™ collection and select the material they want add to their playlists.

(b) **Content from My Local Computer or Server**.
Allows users to add/ upload materials they have in their local computer or server.

(c) **Content on the Internet.**
Allows users to add media files they have posted on the internet to the collection.

NOTE:

(1) Playlist MUST be created before any material can be added/ uploaded.

(2) <u>San Bernardino Community College District and EduStream.org are not responsible for clearing copyrights for materials added by end-users from their own computer, local server, or the Internet. Users are solely responsible for clearing rights to contents added from these sources.</u>

UPLOADING REQUIREMENTS FOR MEDIA FILES

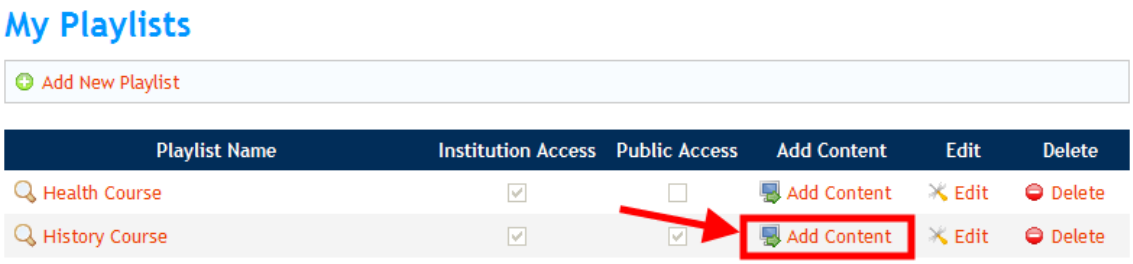
- File limit: **100 MB** (Depends on user's computer upload speed). Larger file size may take a few minutes to upload.
- If adding/ uploading material from the internet, the content MUST be a **Windows Media file** (**asf, wmv, mpeg, avi, and wm**).
- If adding/ uploading content from local computer/ server, the content must be one of the following media types: **avi, asf, wmv, rm, mpg, mpeg, rmvbi, mov, flv, wav, swf, zip, pdf, doc/docx, ppt/pptx, xls/xlsx, txt, rtf, and mp3**.
- Video files by users are converted to Flash format when uploaded into EduStream repository.
- EduStream can accept video in ALMOST any widely available Codec (e.g. DivX, Xvid, Windows Media, mpeg2, mpeg4, FLV, H.264 etc.)
    - OPTIMAL Codec: Quicktime video, Windows Media video, mpeg4, and flv
- Do **NOT** upload VOB files from DVD. (VOB files must converted to recommended Codec before they can be uploaded)
    - SUGGESTED PROGRAMS: Windows Movie Maker, Windows Media Encoder, VirtualDUB, Quicktime Pro
- Video files can displayed using either Flash or Windows Media Player
- Resolution of video will be displayed at 400 x 300
-
- Frame rate also will be displayed at 15 fps

For Windows Media files:

PC	If uploading Windows Media file, users can decide if file will require Windows Media Player or Flash Player.
Mac	If uploading Windows Media file, users can decided if file will require Flip4Mac (and Quicktime) or Flash.

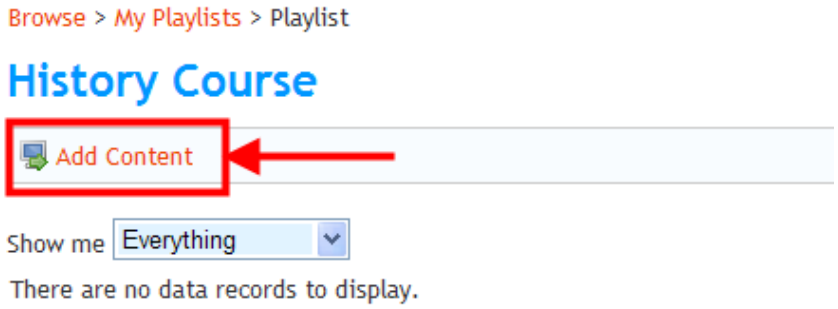
ADDING EDUSTREAM™ REPOSITORY MATERIAL INTO A PLAYLIST

1. From the **My Playlists** page, click on any **Add Content** link.

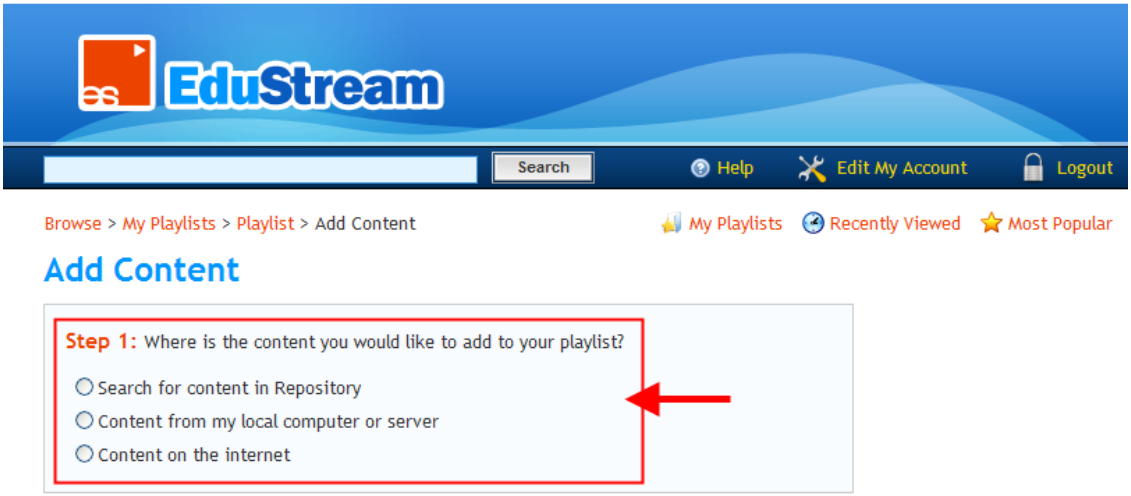


OR

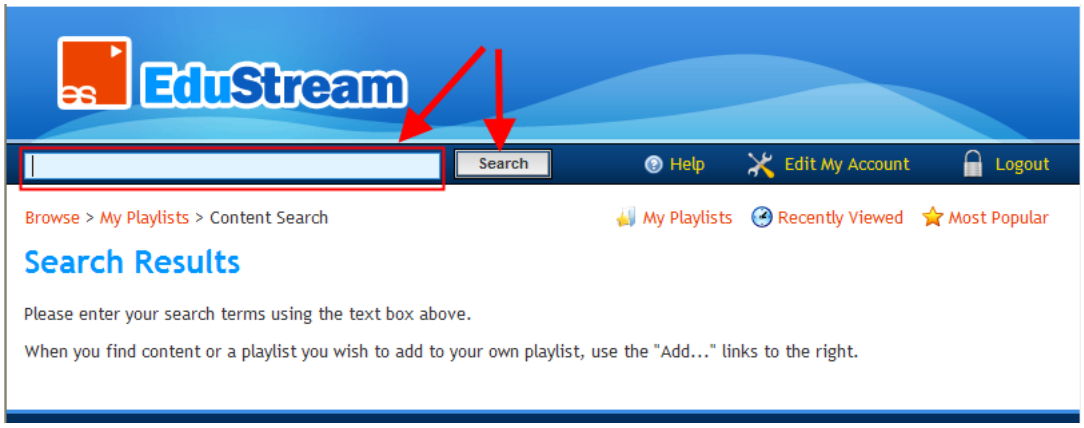
From a **Playlist Detail** page, click on the **Add Content** link.



2. The **Add Content (Step 1)** page will appear.



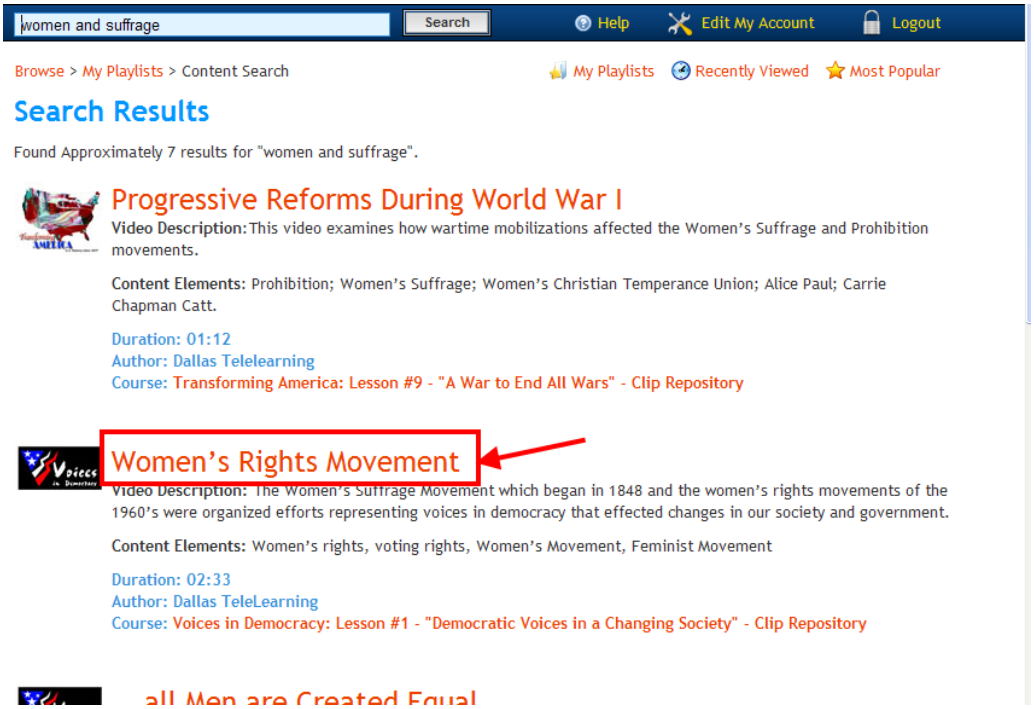
3. Click on the radio-button adjacent to the **Search for content in Repository** link.
4. The **Content Search** page will appear.


EduStream
Search
Help
Edit My Account
Logout
Browse > My Playlists > Content Search
My Playlists
Recently Viewed
Most Popular
Search Results
Please enter your search terms using the text box above.
When you find content or a playlist you wish to add to your own playlist, use the "Add..." links to the right.

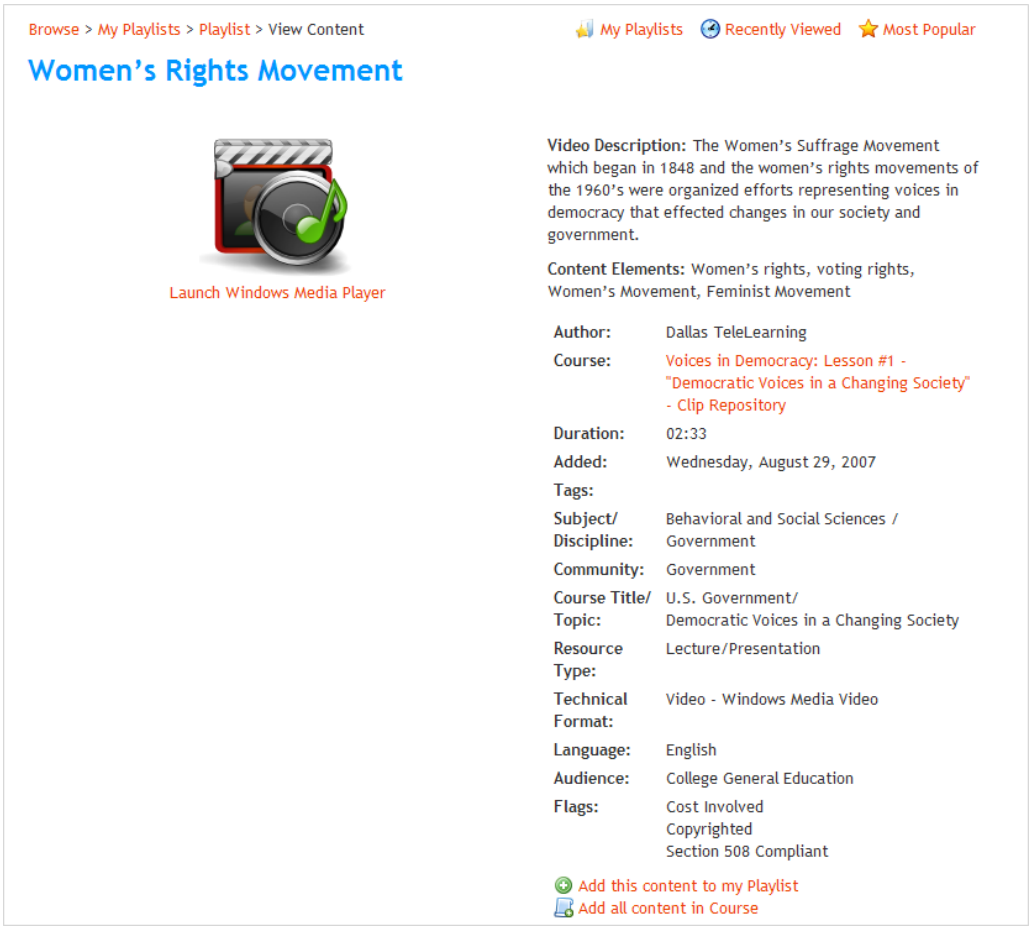
Users can search for contents using either the keyword search method (SEE **Searching the EduStream™ Collection**).

5. If searched the collection via the **Text Searching** method:

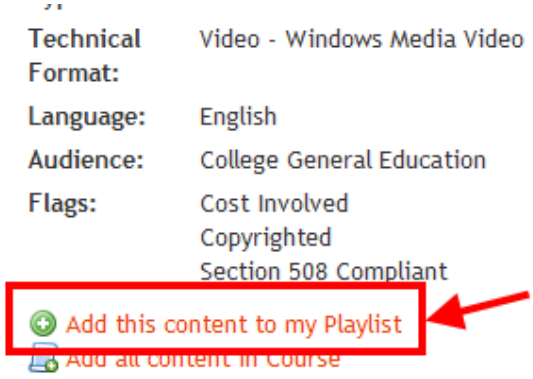
    a. In the **Content Search** page, click on the **Title** of the selected content.


women and suffrage
Search
Help
Edit My Account
Logout
Browse > My Playlists > Content Search
My Playlists
Recently Viewed
Most Popular
Search Results
Found Approximately 7 results for "women and suffrage".
Progressive Reforms During World War I
Video Description: This video examines how wartime mobilizations affected the Women's Suffrage and Prohibition movements.
Content Elements: Prohibition; Women's Suffrage; Women's Christian Temperance Union; Alice Paul; Carrie Chapman Catt.
Duration: 01:12
Author: Dallas Telelearning
Course: Transforming America: Lesson #9 - "A War to End All Wars" - Clip Repository
Women's Rights Movement
Video Description: The Women's Suffrage Movement which began in 1848 and the women's rights movements of the 1960's were organized efforts representing voices in democracy that effected changes in our society and government.
Content Elements: Women's rights, voting rights, Women's Movement, Feminist Movement
Duration: 02:33
Author: Dallas TeleLearning
Course: Voices in Democracy: Lesson #1 - "Democratic Voices in a Changing Society" - Clip Repository

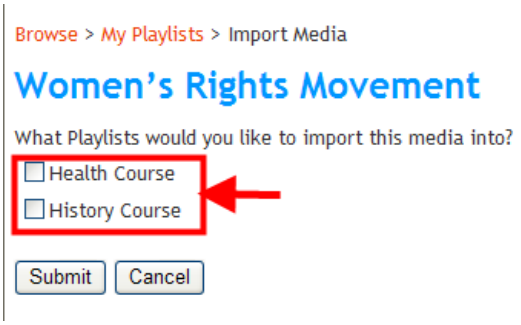
b. The **View Content** page for the clip will appear.


Browse > My Playlists > Playlist > View Content
My Playlists
Recently Viewed
Most Popular
Women's Rights Movement
Launch Windows Media Player
Video Description: The Women's Suffrage Movement which began in 1848 and the women's rights movements of the 1960's were organized efforts representing voices in democracy that effected changes in our society and government.
Content Elements: Women's rights, voting rights, Women's Movement, Feminist Movement
Author: Dallas TeleLearning
Course: Voices in Democracy: Lesson #1 - "Democratic Voices in a Changing Society" - Clip Repository
Duration: 02:33
Added: Wednesday, August 29, 2007
Tags:
Subject/ Discipline: Behavioral and Social Sciences / Government
Community: Government
Course Title/ Topic: U.S. Government/ Democratic Voices in a Changing Society
Resource Type: Lecture/Presentation
Technical Format: Video - Windows Media Video
Language: English
Audience: College General Education
Flags: Cost Involved
Copyrighted
Section 508 Compliant
Add this content to my Playlist
Add all content in Course

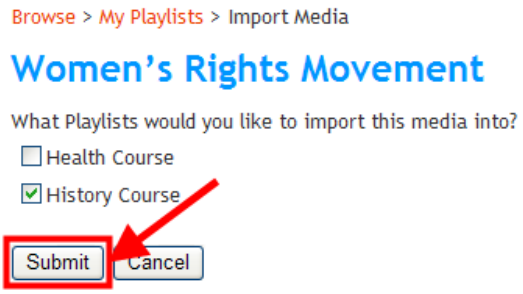
c. Click on the **Add this content to my Playlist** link.



d. The **Import Media** page will appear. Select the playlist that you want to add the clip to by clicking on the checkbox adjacent to the playlist.



e. Click on **Submit**.



f. A confirmation page will appear to state that clip has been imported to the selected playlist(s).

Browse > My Playlists > Import Media
Women's Rights Movement
This media has been imported to the following Playlists:
History Course
Back

g. To check if the selected playlist contain the clip, click on the playlist link.

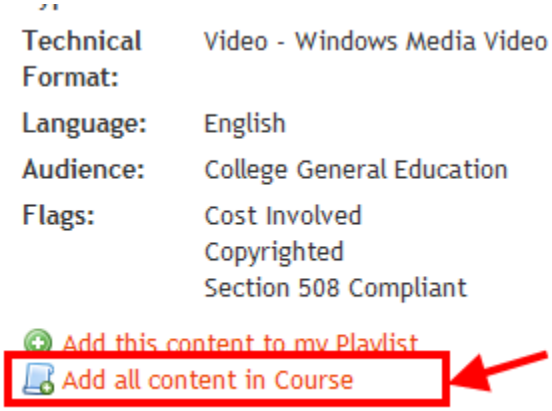
Browse > My Playlists > Import Media
Women's Rights Movement
This media has been imported to the following Playlists:
History Course
Back

h. The newly added media should be listed in the **Playlist Details** page.

NOTE:

The entire series/playlist where the clip came from can be added to user's own playlist.

i. From the **View Content** page of the clip, click on the **Add all content in Course** to add all the clips from the course.



ii. The **Import Media** page will appear. Select the playlist that you want to add the material to by clicking on the checkbox adjacent to the playlist.

iii. A confirmation page will appear to state that media has been imported to the selected playlist(s).

UPLOADING MATERIAL FROM A LOCAL COMPUTER/ SERVER INTO A PLAYLIST

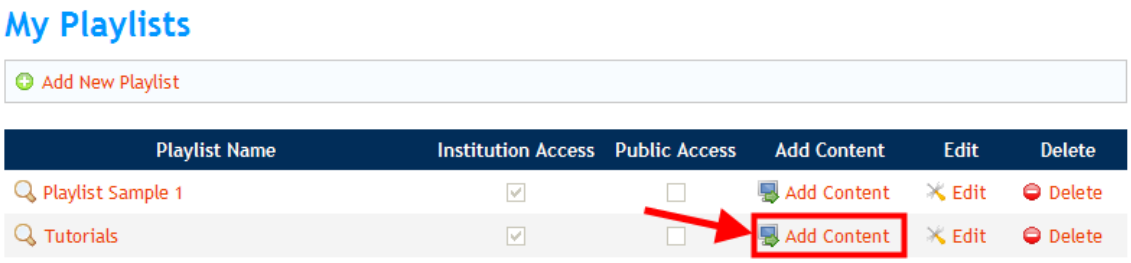
NOTE:

(a) Playlist must first be created before any content can be uploaded.

(b) The contents that are uploaded MUST be one of the following formats: **avi, asf, wmv, rm, mpg, mpeg, rmvbi, mov, flv, wav, swf, zip, pdf, doc/docx, ppt/pptx, xls/xlsx, txt, rtf, and mp3.**

1. From the **My Playlists** page, click on the **Add Content** link specific to the playlist where content will be added.

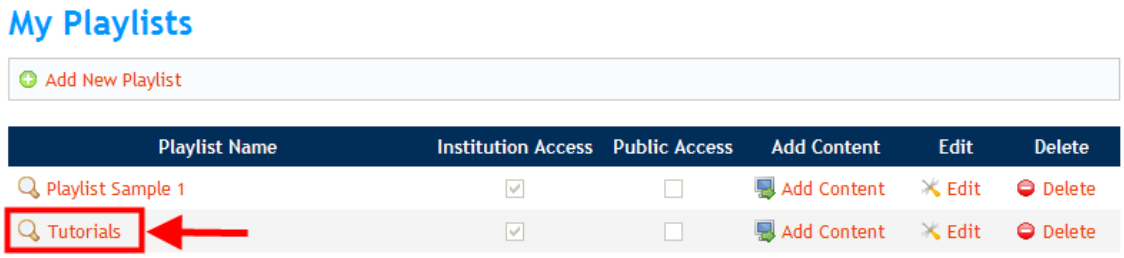
   For example, we want to add the content to the playlist named ***Tutorials***.



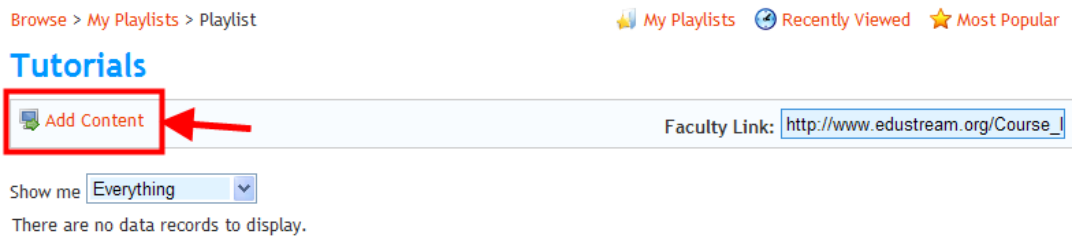
   OR

   On **My Playlists** page, click on the playlist where you want to add the content.

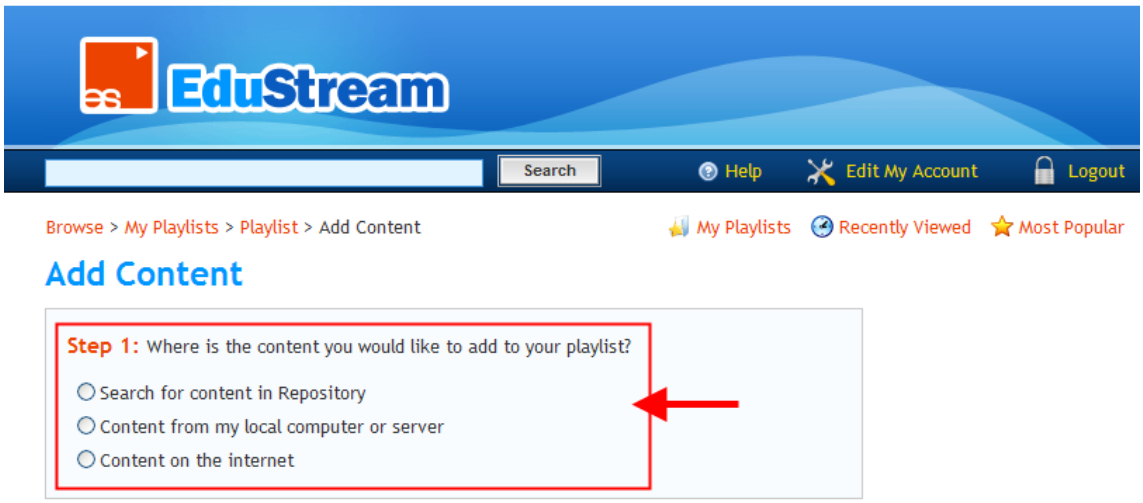
   For example, we want to add the content to the playlist named ***Playlist Sample***.



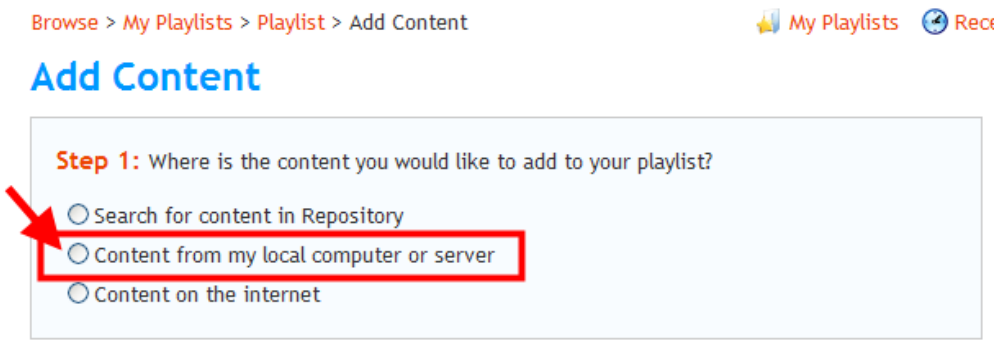
2. The **Playlist Details** page will appear. Click on the **Add Content** link.



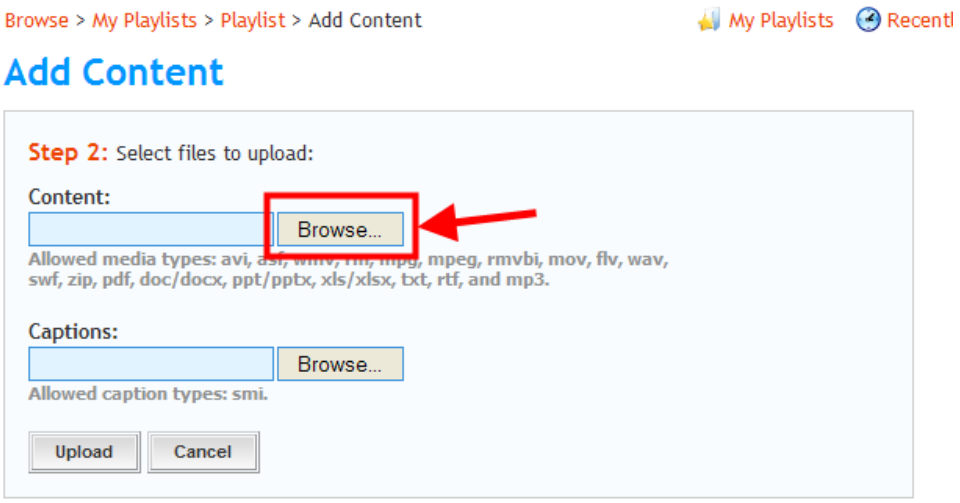
3. The **Add Content (Step 1)** page will appear.



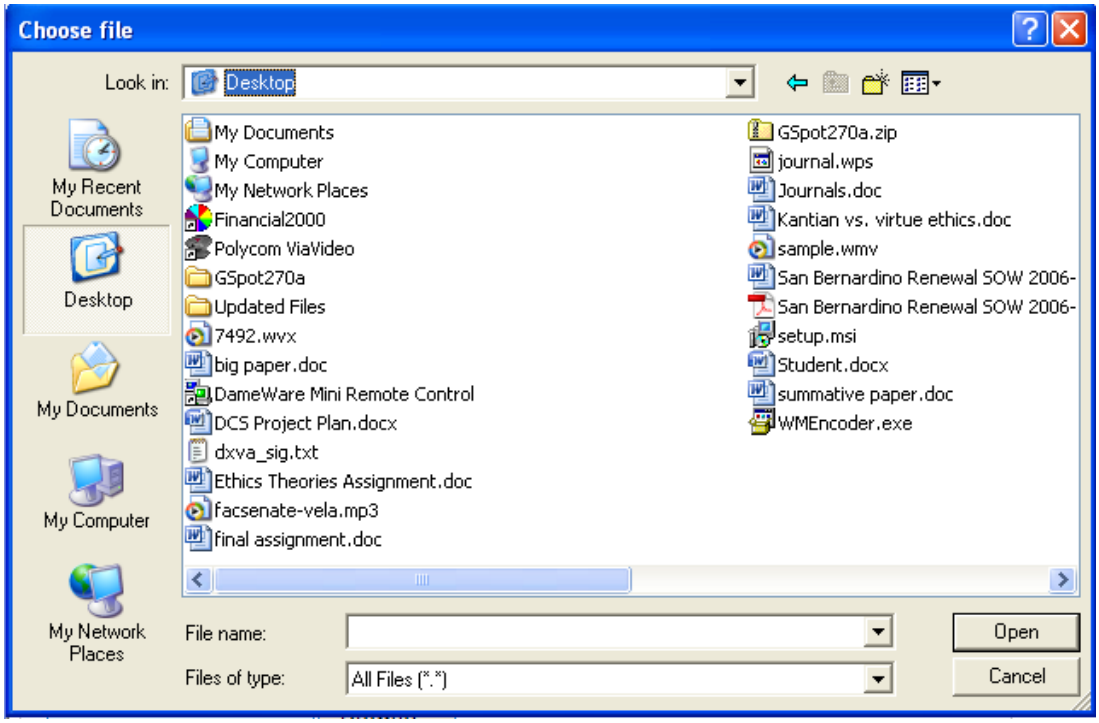
4. Click on the radio-button adjacent to the **Content from my local computer or server** link.


Browse > My Playlists > Playlist > Add Content
My Playlists
Add Content
Step 1: Where is the content you would like to add to your playlist?
Search for content in Repository
Content from my local computer or server
Content on the internet

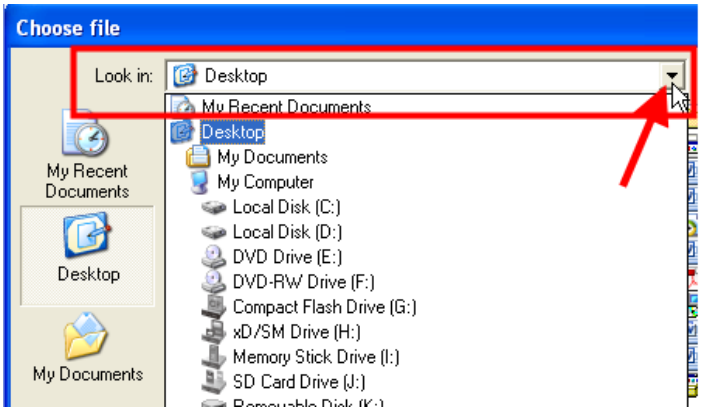
5. The **Add Content (Step 2)** Page will appear. Click on the **Browse** button by the Content field.


Browse > My Playlists > Playlist > Add Content
My Playlists
Recentl
Add Content
Step 2: Select files to upload:
Content:
Browse...
Allowed media types: avi, asf, wmv, flv, mpg, mpeg, rmvbi, mov, flv, wav, swf, zip, pdf, doc/docx, ppt/pptx, xls/xlsx, txt, rtf, and mp3.
Captions:
Browse...
Allowed caption types: smi.
Upload
Cancel

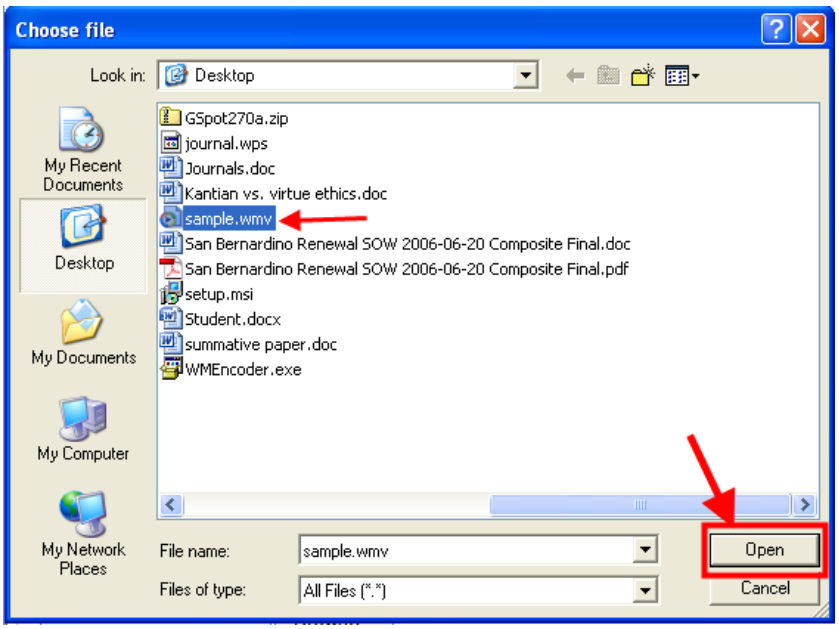
6. The **Choose File** pop-up window will appear.



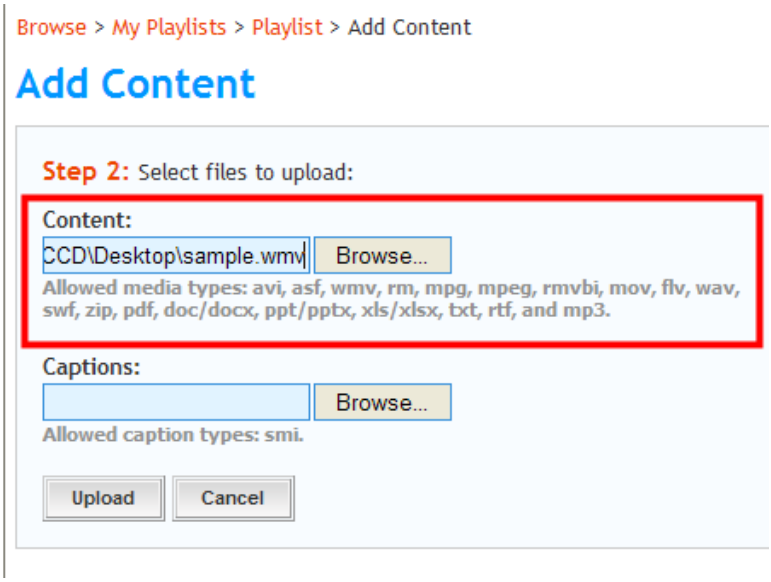
7. Click on the drop-down menu of the **Look In** field to locate the file.



8. Click on the desired file name. Click on the **Open** button.



9. The file name should now appear on the text box adjacent to the **Browse** button of the **Content** field.


Browse > My Playlists > Playlist > Add Content
Add Content
Step 2: Select files to upload:
Content:
CCD\Desktop\sample.wmv
Browse...
Allowed media types: avi, asf, wmv, rm, mpg, mpeg, rmvbi, mov, flv, wav, swf, zip, pdf, doc/docx, ppt/pptx, xls/xlsx, txt, rtf, and mp3.
Captions:
Browse...
Allowed caption types: smi.
Upload
Cancel

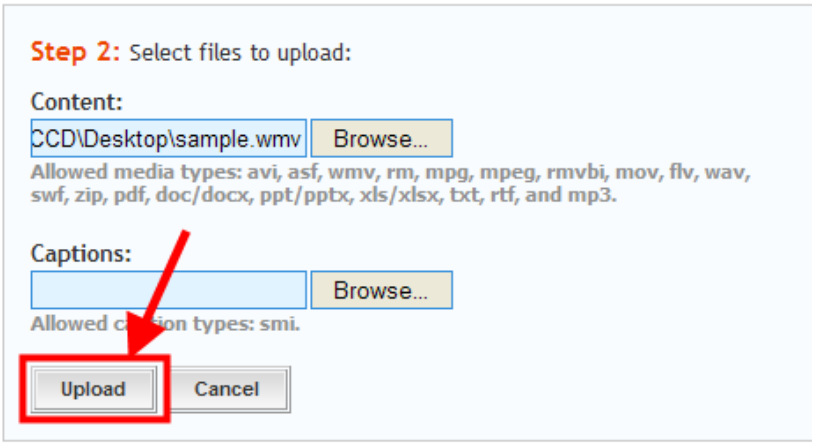
10. If user has a **.smi** file that is synchronized with the media/ video, user can upload that caption file. Click on the **Browse** by the **Caption** field.

11. The **Choose File** pop-up page will appear.

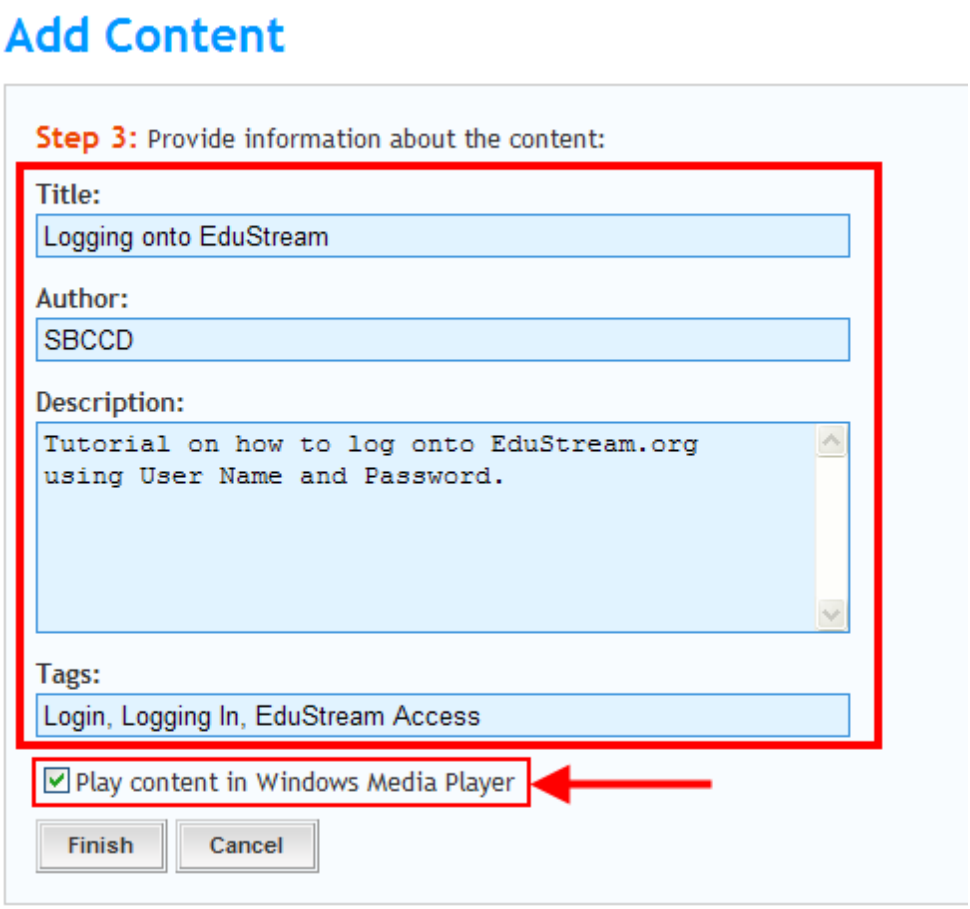
    a. Click on the drop-down menu of the **Look In** field to locate the file. (It MUST be a **smi** file).
    b. Click on the desired file name.
    c. Click on the **Open** button.

12. The file name should now appear on the text box adjacent to the **Browse** button of the **Caption** field.

13. Click on the **Upload** button.


Step 2: Select files to upload:
Content:
CCD\Desktop\sample.wmv
Browse...
Allowed media types: avi, asf, wmv, rm, mpg, mpeg, rmvbi, mov, flv, wav, swf, zip, pdf, doc/docx, ppt/pptx, xls/xlsx, txt, rtf, and mp3.
Captions:
Browse...
Upload
Cancel

14. The **Add Content (Step 3)** page appears.



Add information regarding the material in the appropriate fields (**Title**, **Author**, **Description**, and **Tags**.) The **Tags** field is another searchable field. Enter searchable KEY WORDS related to the material.

NOTE:
Even if you are uploading a Windows Media file, you must still have to click on the Play content in Windows Media Player check box for the file to play in the Windows Media Player. If you do not check on the box, the file will play in Flash.

15. Click on the **Finish** button to start adding/uploading the material.

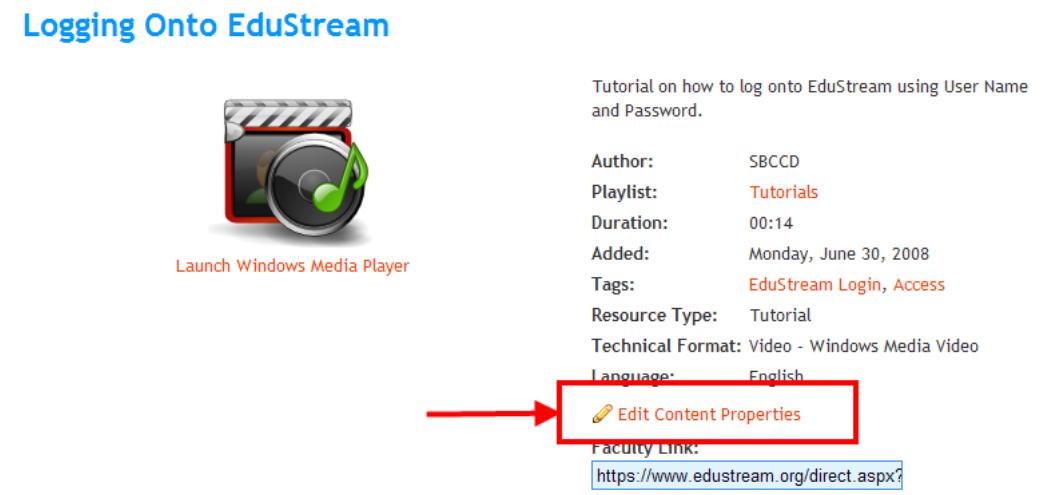
16. Newly added material should now be listed in the selected playlist.

Tutorials
Add Content
Faculty Link: http://www.edustream.org/Course_I
Show me Everything
Views Comments Add Date Edit Delete
Logging Onto EduStream 2 0 6/30/2008 10:28:28 AM Edit Delete

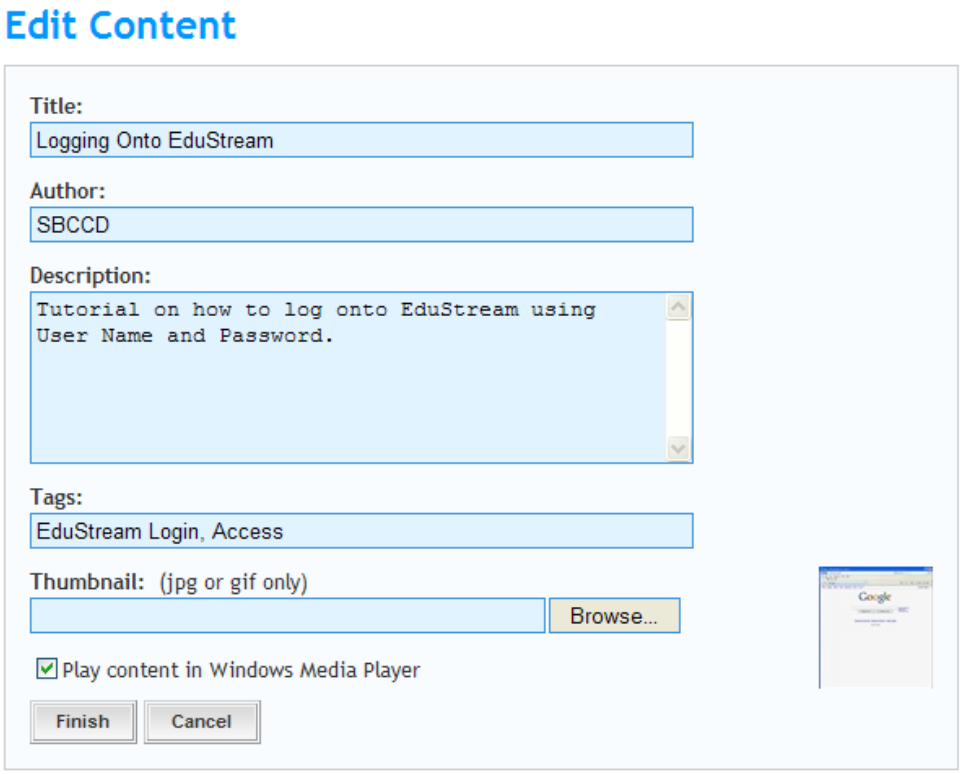
17. To edit the uploaded content, click on the **Edit** link specific to that content.

    OR

    Click on the uploaded content and click on the **Edit Content Properties** link.



    The Edit Content window will appear. Make the necessary changes and click on **Finish** button.

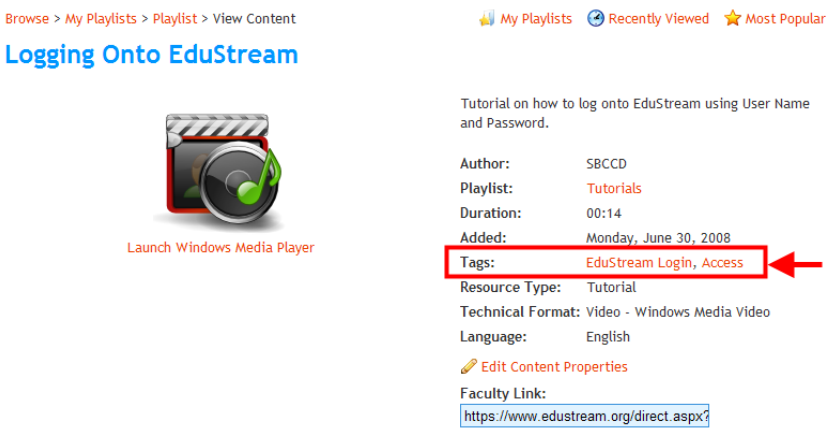


NOTE:

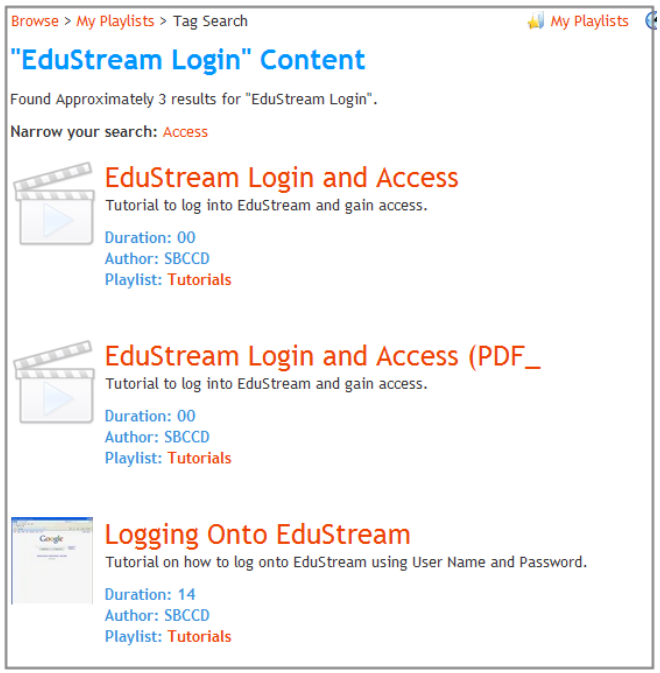
- To remove the material from the playlist, click on the **Delete** link specific to the playlist that will be deleted.
- **TAGS** field: The Tags field function as a searchable field. Click on the added material from the Playlist Details page.

Browse > My Playlists > Playlist
My Playlists
Recently Viewed
Most Popular
Tutorials
Add Content
Faculty Link: http://www.edustream.org/Course_I
Show me Everything
Views Comments Add Date Edit Delete
EduStream Login and Access 22 0 6/30/2008 11:51:16 AM Edit Delete
EduStream Login and Access (PDF_ 4 0 6/30/2008 11:52:17 AM Edit Delete
Falun Dafa Exercise Lecture 5 0 6/30/2008 11:20:25 AM Edit Delete
Logging Onto EduStream 11 0 6/30/2008 10:28:28 AM Edit Delete

The View Content page will appear. Click the on a term in the **Tags** field.



The **Tag Search** page will appear and will have a list of materials that have the same term in its Tags field.


Browse > My Playlists > Tag Search
My Playlists
"EduStream Login" Content
Found Approximately 3 results for "EduStream Login".
Narrow your search: Access
EduStream Login and Access
Tutorial to log into EduStream and gain access.
Duration: 00
Author: SBCCD
Playlist: Tutorials
EduStream Login and Access (PDF_
Tutorial to log into EduStream and gain access.
Duration: 00
Author: SBCCD
Playlist: Tutorials
Logging Onto EduStream
Tutorial on how to log onto EduStream using User Name and Password.
Duration: 14
Author: SBCCD
Playlist: Tutorials

EduStream

UPLOADING MATERIAL FROM THE INTERNET INTO A PLAYLIST

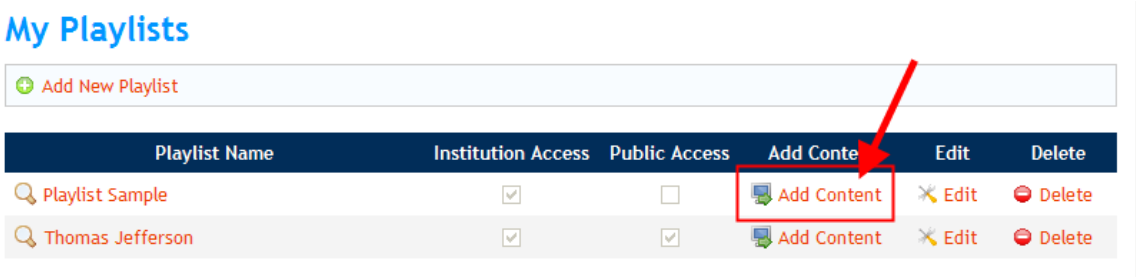
NOTE:

(a) The material MUST be a Windows Media file and has any one of the following file extensions**: asf, wmv, mpeg, avi, and wm**.

(b) **San Bernardino Community College District is not responsible for clearing copyrights for materials added by end-users from their own computer, local server, or the Internet. Users are solely responsible for clearing rights to contents added from these sources.**

1. On the **My Playlists** page, click on the **Add Content** link specific to the playlist where you want to add the content.

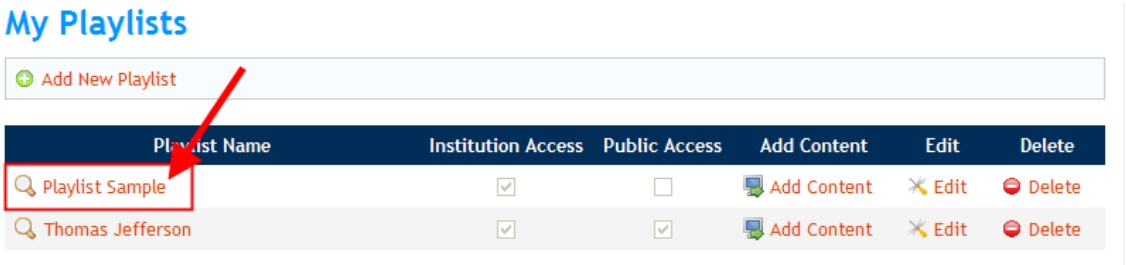
   For example, we want to add the content to the playlist named ***Playlist Sample***.



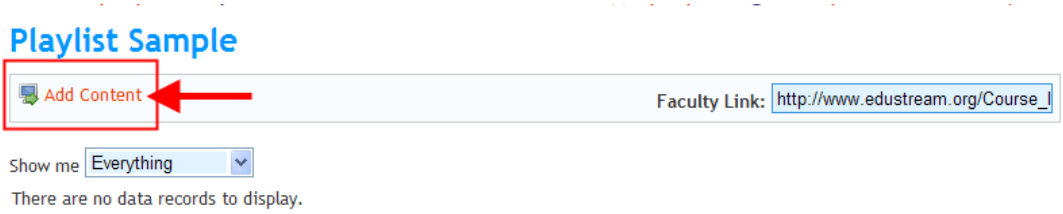
OR

On the **My Playlists** page, click on the specific playlist where you want to add the content.

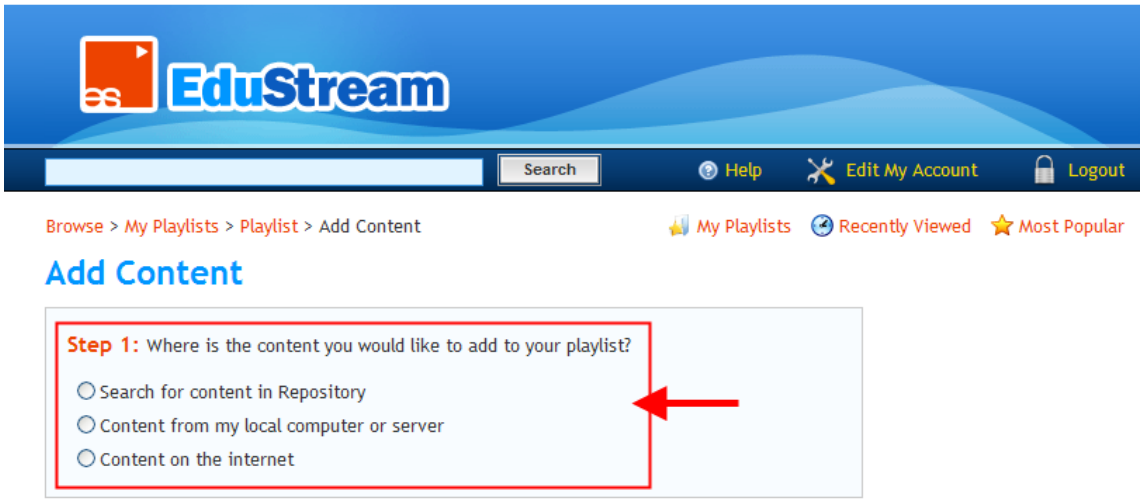
For example, we want to add the content to the playlist named ***Playlist Sample***.



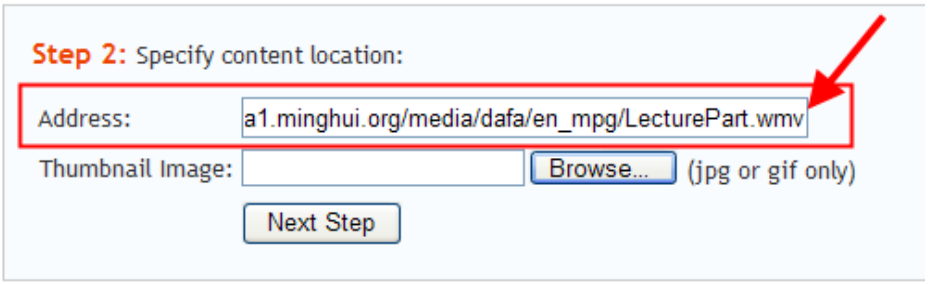
2. The **Playlist Details** page will appear. Click on the **Add Content** link.



3. The **Add Content (Step 1)** page will appear.

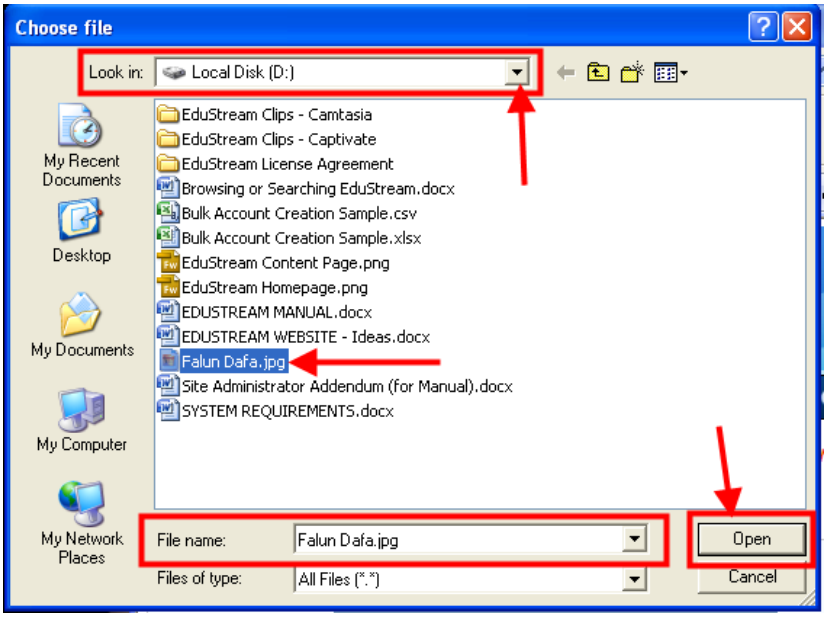


4. Click on the radio-button adjacent to the **Content on the Internet** link.
5. The Add **Content page (Step 2)** page will appear.
6. Enter address of the internet content in the **Address** text field.



7. Click on the **Browse** button to find a Thumbnail Image associated with the material.

8. The **Choose File** window will appear.

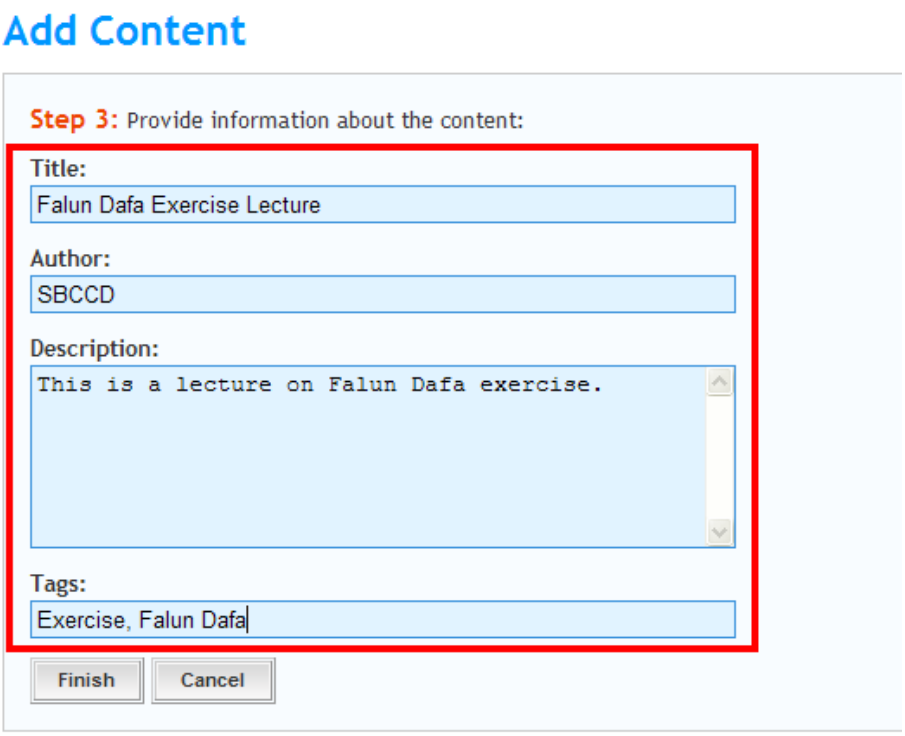


Click on the **Look In** field drop-down menu to locate the file.
Click on the desired file. (FILE MUST BE A **JPG** or **GIF** file).
Click on the **Open** button.

9. File should appear in the **Thumbnail Image** text field.

10. Click on the **Next Step** button.

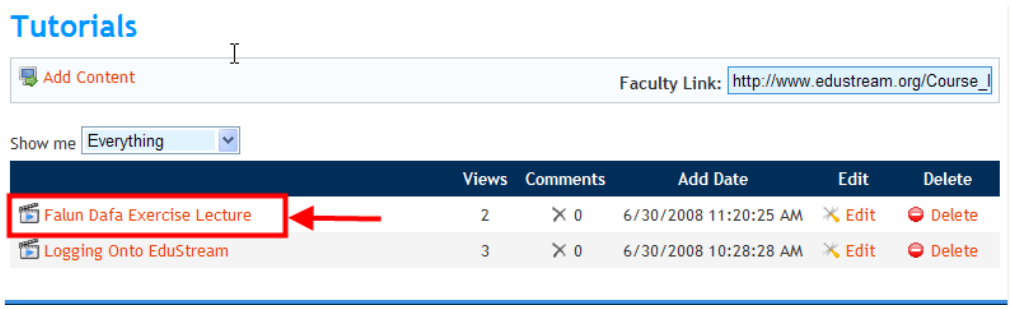
11. The **Add Content (Step 3)** page will appear.



Add information regarding the material in the appropriate fields (**Title**, **Author**, **Description**, and **Tags**). The**Tags** field is another searchable field. Enter searchable KEY WORDS related to the material.

12. Click on the **Finish** button to start adding/uploading the material.

13. Newly added material should now be listed in the selected playlist.


Tutorials
Add Content
Faculty Link: http://www.edustream.org/Course_I
Show me Everything
Views Comments Add Date Edit Delete
Falun Dafa Exercise Lecture 2 0 6/30/2008 11:20:25 AM Edit Delete
Logging Onto EduStream 3 0 6/30/2008 10:28:28 AM Edit Delete

NOTE:

- To update the information regarding the material, click on the **Edit** link specific to the material that will be modified. This will open the **Edit Content** page, where changes are made.
- To remove the material from the playlist, click on the **Delete** link specific to the playlist that will be deleted

ADDING EDUSTREAM™ MATERIAL TO ONLINE COURSE

For faculty, one of the benefits with using EduStream™ materials in their Course Management System courses is that their students do not need to access the EduStream™ website to view contents.

NOTE:

(1) Make sure to copy the entire faculty link address.

(2) To obtain the Faculty link address, users MUST first add the desired material(s) into their own playlists.

ADDING EDUSTREAM™ REPOSITORY CONTENT TO A COURSE MANAGEMENT SYSTEM(S)/ LEARNING MANAGEMENT SYSTEM(S)

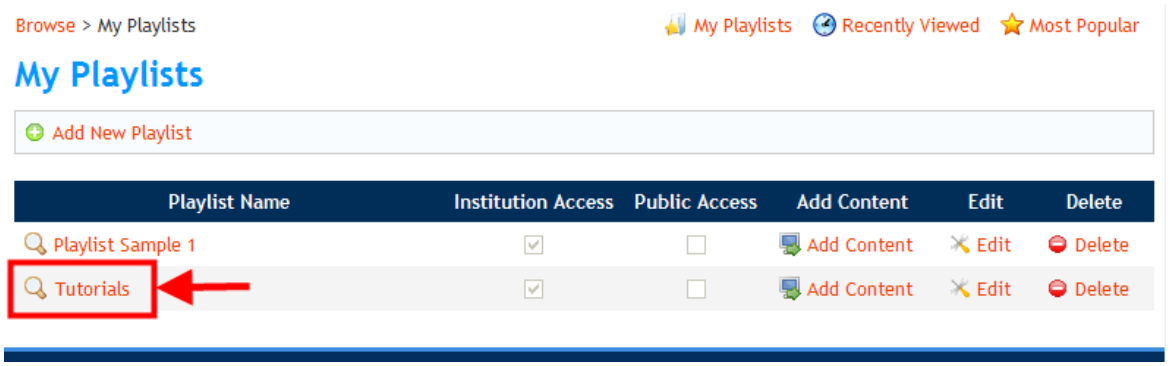
1. Create a playlist where user will add/ upload selected EduStream material(s). SEE section **Creating Playlist in EduStream™.**

2. Search the EduStream collection to find desired materials. SEE section **Searching the EduStream™ Collection**.

3. After finding desired material(s), add to user's own playlist. SEE section **Adding/ Uploading Content Into Playlist(s)**.

4. Open the playlist that contains the desired material.

   For example, the playlist ***Tutorials*** contains the material needed for a course.

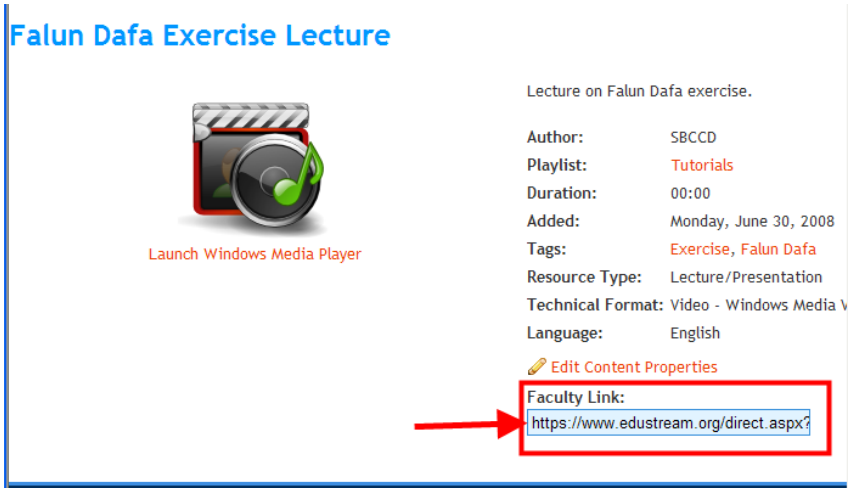


5. The **Playlist Details** page will appear. Click on the selected material.

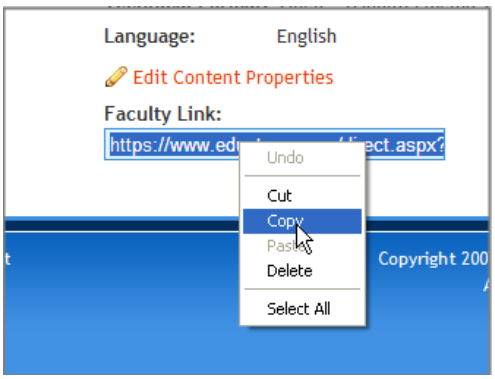
Browse > My Playlists > Playlist
My Playlists
Recently Viewed
Most Popular
Tutorials
Add Content
Faculty Link: http://www.edustream.org/Course_I
Show me Everything
Views
Comments
Add Date
Edit
Delete
EduStream Login and Access 22 0 6/30/2008 11:51:16 AM Edit Delete
EduStream Login and Access (PDF_ 4 0 6/30/2008 11:52:17 AM Edit Delete
Falun Dafa Exercise Lecture 5 0 6/30/2008 11:20:25 AM Edit Delete
Logging Onto EduStream 12 0 6/30/2008 10:28:28 AM Edit Delete

6. The **View Content** page for the selected material will appear.

   Click and highlight the entire URL address posted in the **Faculty Link** text box.



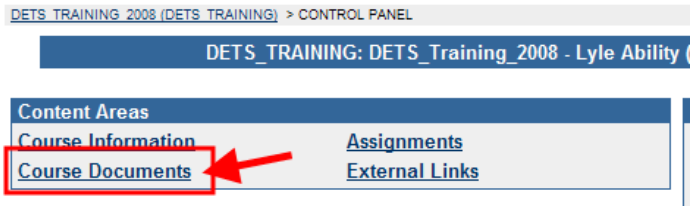
7. **Right-click** to open pop-up menu and click on the **Copy** (PC). (For Mac, press the **Control Key** + **C** to copy link address). Make sure that the entire address is copied.



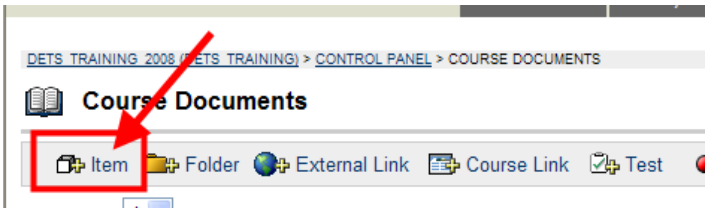
8. Log onto your CMS/ LMS course and locate content area where the link will be added.

   For example, the EduStream™ material will be added to the Course Document content area in a Blackboard course. The material will be added as new Item.

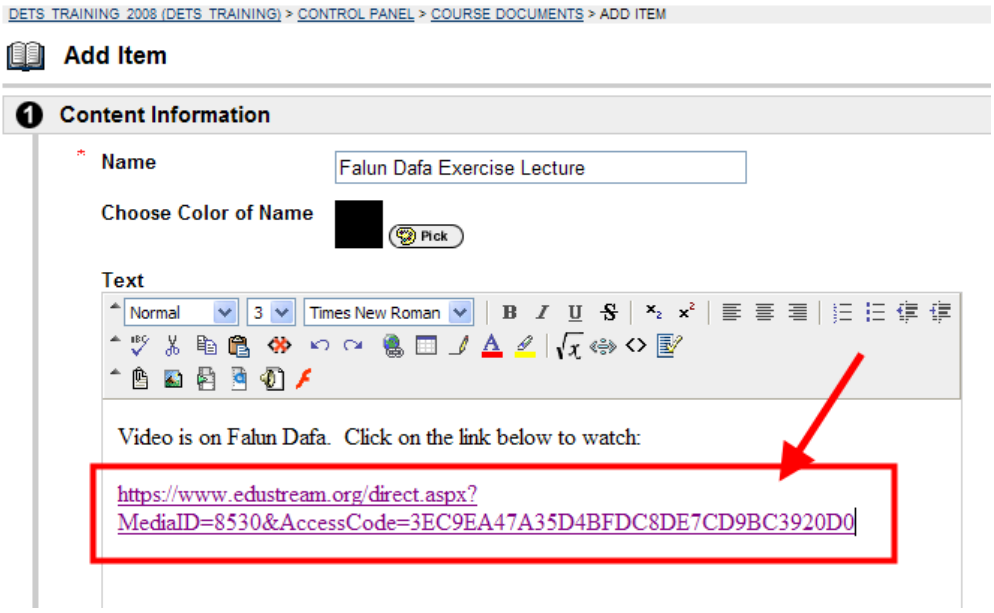
   - Open the **Control Panel** page.
   - Click on the **Course Document** link.



   - The **Course Document** page will open. Click on the **Add Item** link.

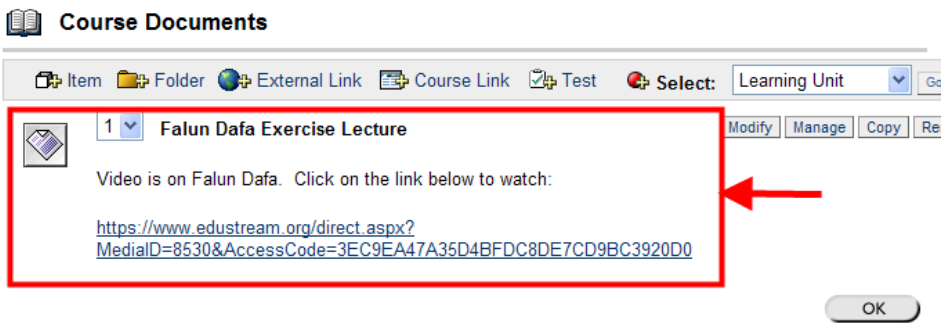


   - In the Add Item page, fill in the information. Paste the URL link address. (**Right-click** to open pop-up menu and click on **Paste** for PC. For Mac, press on the **Control Key** + **V**).



- Click on Submit. Success page will appear with message that material was added to the course.

- The material should now be in the Course Document content area.



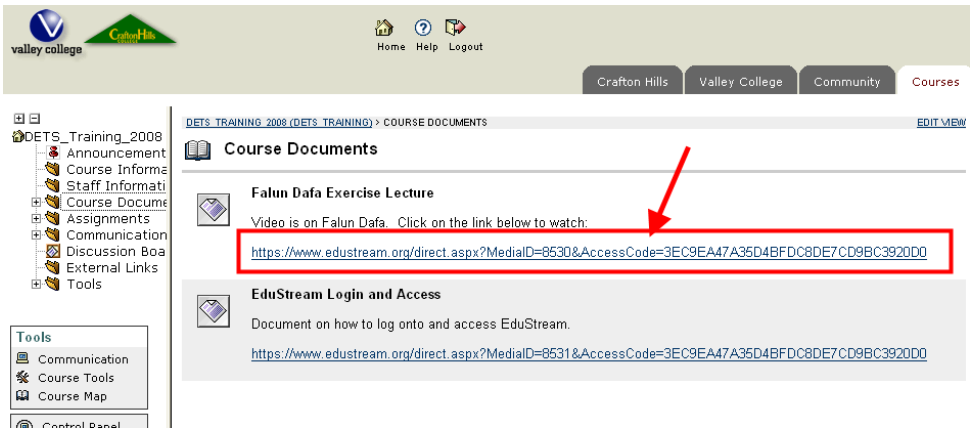
Additionally, if a faculty prefers to

NOTE:
It is always a good idea to post Announcement informing students that new material was added into their course.

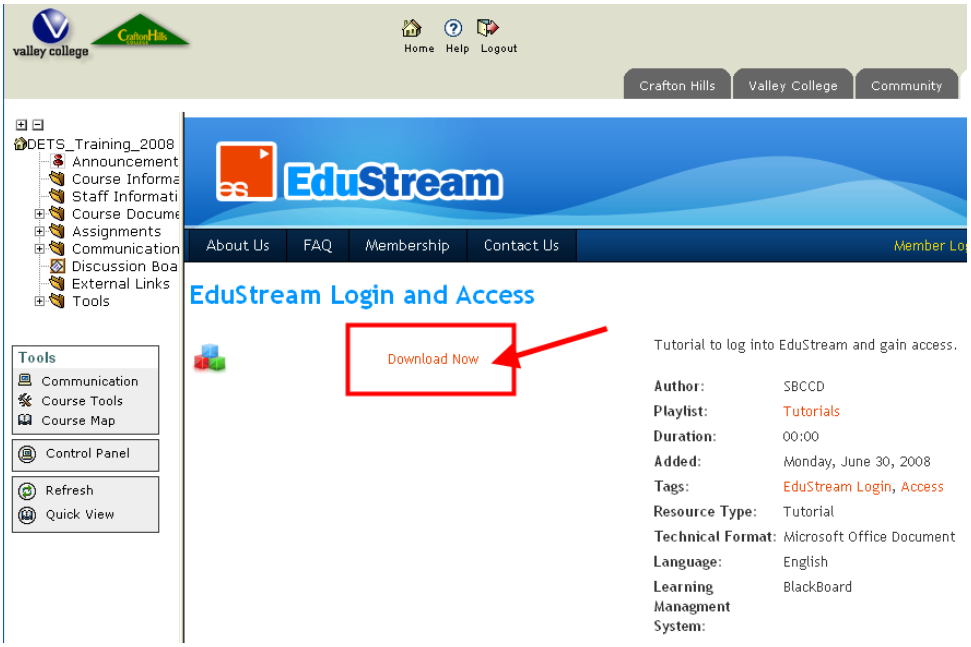
9. When students log on to the course to access the material, they will only need to click on the link to open and view.

- If the material is a media file, it should start playing.
  - If media file is a Windows Media file (and was set to play on a Windows Media player), clicking on the link will open the media file in a Windows Media player.

  - If media file is a non-Windows Media file (or was not set to play on a Windows Media player), clicking on the link will open the **View Content** EduStream™ page for the file. The media file will start running the Flash player embedded in the EduStream™ page.



- If the material is a non-media file, the **View Content** EduStream™ page for the file will appear.
    - Click on the **Download Now** link to open the file.
    - The **File Download** window will appear. Click on the **Open** button to open the file or on the **Save** button to save the file.



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NOTE:

As we bring in more institutions to the repository, revisions will be made to the end-user manual. EduStream is user-driven and as new features are added (i.e. Learning Activities, bookmarking) we reserve the right to make changes to the manual . Notices will be made to all the users and site administrators when these changes are made.